

	<u>RECORD</u>	<u>RETENTION</u>	<u>AUTHORITY</u>	<u>WAIVER</u>
K.	Hearing related records (Ord. 159-13, Sec. 3, 2015; Ord. 151-43, Sec. 1, 2008; Ord. 151-23, Sec. 1, 2007; Ord. 151-10, Sec. 11, 2007; Ord. 145-76, Sec. 7, 2001; Ord.140-48, 1996; Ord.139-42; Ord.139-16, Sec.2, 1995; Ord. 137-99; 1994; Ord. 136-12, Secs.2-6, 1992; Ord. 135-02 Sec.1, 1991; Ord. 132-62 Sec.1, 1988).	12 years after end of service		W

2.90.190 Planning & Development

	<u>RECORD</u>	<u>RETENTION</u>	<u>AUTHORITY</u>	<u>WAIVER</u>
A.	Plats	Permanent		N/A
B.	Certified surveys	Permanent		N/A
C.	Assessors plats	Permanent		N/A
D.	Aerial photographs	Until superseded		N
E.	Final real property assessment rolls	15 years "No assessment roll containing forest crop acreage may be destroyed without prior approval of the secretary of revenue."	§59.52(4)(c)3.	W
F.	Permit application	Permanent		N/A
G.	Code compliance inspection reports	Permanent		N/A
H.	State approved commercial building plans	4 years		W
I.	Permit ledger	3 years		W
J.	Quarter section maps, copies	Until superseded		W
K.	Decisions & supporting documents of Bd. of Land Use Appeals	Permanent		N/A
L.	Hazardous waste manifests	Permanent		N/A
M.	Hazardous waste recycling Surveys	7 years	§NR 544.07	W
N.	Copies of notices to assessors Re lands sold & owned by county	3 years	§59.52(4)(a)13.	W

	<u>RECORD</u>	<u>RETENTION</u>	<u>AUTHORITY</u>	<u>WAIVER</u>
O.	U.S. Geological survey Maps received	Until next set of maps received		W
P.	Town plats (Ord. 160-4, Sec. 4, 2016; Ord. 159-13, Sec. 2, 2015; Ord. 157-46, Sec. 5; Ord. 146-03, Sec. 4, 2002; Ord.141-03, Sec.1, 1997; Ord. 137-99, 1994; Ord. 135-02 Sec.1, 1991; Ord. 132-100 Sec.24, 1989; 132-62 Sec.1, 1988)	3 years		W

2.90.200 Purchasing.

	<u>RECORD</u>	<u>RETENTION</u>	<u>AUTHORITY</u>	<u>WAIVER</u>
A.	Fleet car usage, purchase requisitions	1 year after audit		W
B.	Purchase orders	7 years		W
C.	Bids & proposals, successful and contract Administration	7 years after contract expiration		W
D.	Bids & proposals, unsuccessful	1 year after audit		W
E.	Property inventory	Until superseded		W
F.	Public works contracts			W
	1. Notice to contractors			
	a. Successful bidders	7 years		
	b. Unsuccessful bidders	2 years		
	2. Bidder's proof of responsibility			
	a. Successful bidders	7 years		
	b. Unsuccessful bidders	2 years		
	3. Bids			
	a. Successful bidders	7 years after project completion		
	b. Unsuccessful bidders	2 years		
	4. Affidavit of organization & authority			
	a. Successful bidders	7 years after project completion		
	b. Unsuccessful bidders	2 years		
	5. Bid tabulations	7 years		
	6. Performance bond	7 years after project completion		
	7. Contract	7 years after project completion		
	8. Master project files	20 years		

	<u>RECORD</u>	<u>RETENTION</u>	<u>AUTHORITY</u>	<u>WAIVER</u>
G.	Procurement records for contracts funded in whole or part by assistance from a federal agency.	3 years from closeout date of assistance agreement or final disposition of controversy arising out of assistance agreement.		W
H.	Insurance			
	1. Insurance Policies	Permanent		W
	2. Claims data/loss run			
	a. monthly	7 years		
	b. annually	Permanent		
	c. reports	7 years		
	3. Claims received and submitted	7 years after settlement		
I.	Official Bonds	6 years	§59.52(4)(a)8.	W
	(Ord. 160-4, Sec. 5, 2016; Ord. 145-76, Secs. 8&9, 2001; Ord. 139-11, Sec. 1, 1995; Ord. 136-40, Sec. 10, 1992; Ord. 135-02 Sec.1, 1991; Ord. 132-62 Sec.1, 1988).			

2.90.210 Register of Deeds.

	<u>RECORD</u>	<u>RETENTION</u>	<u>AUTHORITY</u>	<u>WAIVER</u>
A.	Obsolete documents pertaining to chattels, including final books of entry	6 years	59.43(12)(a)	W
B.	Deeds	Permanent or listing of when & where recorded		N/A
C.	Applications for copies of vital records.	2 years		W
	(Ord. 149-61, Sec. 1 2006; Ord. 145-76, Sec. 10, 2001; Ord.141-03, Sec.1, 1997; Ord. 135-02 Sec.1, 1991; Ord. 132-62 Sec.1, 1988).			

2.90.220 Sheriff.

Process Division

	<u>RECORD</u>	<u>RETENTION</u>	<u>AUTHORITY</u>	<u>WAIVER</u>
A.	Attorney letters	7 years		W
B.	Form 50's	7 years		W
C.	Transport records	7 years		W
D.	Proof of service	7 years		W

	<u>RECORD</u>	<u>RETENTION</u>	<u>AUTHORITY</u>	<u>WAIVER</u>
E.	Correspondence instructing civil process service	7 years		W
F.	Process receipt print-outs	7 years		W
G.	Process deposit receipts	7 years		W

Jail Division

	<u>RECORD</u>	<u>RETENTION</u>	<u>AUTHORITY</u>	<u>WAIVER</u>
H.	Dockets & daily jail records & cash books	8 years	§59.27(8)	N-except cash books
I.	Check book	7 years		W
J.	Ledger sheets	7 years		W
K.	Accounts work sheets	7 years		W
L.	Meal books	7 years		W
M.	Canteen sheets	7 years		W
N.	Visit log	7 years		W
O.	Menus	7 years		W
P.	Jail billing	8 years	§59.27(8)	W
Q.	Bond receipts	8 years	§59.27(8)	W
R.	Daily bond	8 years	§59.27(8)	W
S.	Inmate files: Disciplinary forms Huber revocation forms Employer information forms Employer job search Verification sheets Court orders	8 years after release of inmate	§59.27(8) DOC 348.09(1) DOC 348.09(3)	W
T.	Daily work location forms	8 years	§59.27(8)	W

	<u>RECORD</u>	<u>RETENTION</u>	<u>AUTHORITY</u>	<u>WAIVER</u>
U.	Inmate daily activity log forms	8 years	§59.27(8)	W
V.	Exercise logs	8 years	§59.27(8)	W
W.	Phone logs	8 years	§59.27(8)	W
X.	Huber rules forms	8 years	§59.27(8)	W
Y.	Jailer logs	8 years	§59.27(8)	W
Z.	Daily cell block check sheets	8 years	§59.27(8)	W
AA.	Medical records	8 years	§59.27(8) DOC 348.09(2)	W
BB.	Booking sheets	15 years		W

Detective Division

	<u>RECORD</u>	<u>RETENTION</u>	<u>AUTHORITY</u>	<u>WAIVER</u>
CC.	Ordinance violation citations	2 years	2.90.010 Q.	W
DD.	Arrest records	8 years	§59.27(8)	W
EE.	Incident records	10 years	§59.27(8)	W
FF.	Evidence cards	10 years	§59.27(8)	W

Patrol Division

	<u>RECORD</u>	<u>RETENTION</u>	<u>AUTHORITY</u>	<u>WAIVER</u>
GG.	Uniform traffic citations	1 year after closed, disposed or cancelled		W
HH.	Work schedules	7 years		W
II.	Wisconsin accident reports	5 years after investigation closed.		W
JJ.	Traffic fatalities	Permanent		W

	<u>RECORD</u>	<u>RETENTION</u>	<u>AUTHORITY</u>	<u>WAIVER</u>
KK.	Death investigations	Permanent		W
LL.	Monitoring and Surveillance Recordings	Monitoring and surveillance recordings that document incidents that may lead to claims against the government unit. Retain for 120 days and then destroy	FAC00082 Wis. Stat. 893.80	W

(Ord. 157-46, Sec. 6, 2014; Ord. 154-22, Sec. 1, 2011; Ord. 149-060, Sec. 1, 2006; Ord. 149-035, Sec. 1, 2005; Ord. 146-03, Sec. 5-6, 2002; Ord. 145-76, Sec. 11, 2001; Ord.141-03, Sec.1, 1997; Ord.140-05, 1996; Ord.139-120, 1996; Ord. 135-63, Sec. 1, 1991).

2.90.240 Treasurer

	<u>RECORD</u>	<u>RETENTION</u>	<u>AUTHORITY</u>	<u>WAIVER</u>
A.	General receipts and settlement receipts	7 years	§59.52(4)(a)15	W
B.	Municipal tax rolls (See also "Planning & Development")	15 years	§59.52(4)(c)2.	N
C.	Balancing reports	3 years		W
D.	Audit letters	3 years		W
E.	Accounts payable/detail listing/check register (copies)	3 years		W
F.	Journal entries, resolutions, general receipts, treasurer's cash	3 years		W
G.	Bank reconciliations	7 years		W
H.	Outstanding checks	7 years		W
I.	Check register	7 years		W
J.	Deposit tickets	1 year after audit		W
K.	Bank credit/debit notices	1 year after audit		W
L.	Cash drawer reconciliations	1 year after audit		W
M.	Tax receipts	15 years	§59.52(4)(a)14.	W

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|----|--|---------|-----------------|---|
| N. | All other receipts of county treasurer | 7 years | §59.52(4)(a)15. | W |
| O. | Mill rates from towns | 2 years | | W |
- (Ord. 160-4, Sec. 6, 2016; Ord. 145-76, Sec. 12, 2001; Ord.142-31, Sec.2, 1998; Ord.141-03, Sec.1, 1997; Ord. 136-12, Sec.7-8, 1992; Ord. 135-02 Sec.1, 1991; Ord. 132-100 Sec.25, 1989; 132-62 Sec.1, 1988).

2.90.250 Veteran Services.

	<u>RECORD</u>	<u>RETENTION</u>	<u>AUTHORITY</u>	<u>WAIVER</u>
A.	Regulations	Until superseded		W
B.	Military separation records of veterans	Permanent		N/A
C.	News releases	2 years		W
D.	Grave registration files	Permanent		N
E.	Veterans' benefit case files	2 years after inactive		N
F.	Wisconsin Department of Veterans' Affairs bulletins	Until superseded		W

(Ord. 159-35, Sec. 7, 2016; Ord. 145-76, Sec. 13, 2001; Ord. 135-89, 1992; Ord. 135-02 Sec.1, 1991; Ord. 132-62 Sec.1, 1988).

2.90.270 Destruction after request for inspection. No requested record may be destroyed until after the request is granted or 60 days after the request is denied. If an action is commenced under Wis. Stat. §19.37, the requested record may not be destroyed until a court order is issued and all appeals have been completed. See Wis. Stat. § 19.35(5). (Ord. 132-62 Sec.1, 1988).

2.90.280 Destruction pending litigation. No record subject to pending litigation shall be destroyed until the litigation has been resolved. (Ord. 132-62 Sec.1, 1988).

2.90.285 Microfilming or Electronic Format Storage of Department Records. Departments may keep and preserve public records through the use of microfilm or electronic format storage providing that the applicable standards established in Wis. Stat. §§ 16.61(7) and 16.612, respectively are met. Departments should consider factors such as retention periods and estimated costs and benefits of converting records between different media in deciding which records to microfilm or store on electronic format. After verification paper records converted to either microfilm or electronic format storage should be destroyed after notification to the SHSW if applicable. The retention periods identified in this ordinance apply to records in any media. (Ord. 146-03, Sec. 7, 2002; Ord. 135-63, Sec. 2, 1991).

2.90.290 Review and approval by Public Records and Forms Board. This chapter has been reviewed and approved by the Public Records and Forms Board. (Ord.132-62 Sec.1, 1988).

(Ord. 155-11, Sec. 6, 2011-Repealing Ch. 2.99)

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