

ORDINANCE FOR THE DESTRUCTION OF PUBLIC RECORDS

STATE OF WISCONSIN

**Town of Leon
Monroe County**

SECTION I – TITLE AND PURPOSE

This ordinance is entitled the Town of Leon Destruction of Public Records Ordinance. The purpose of this ordinance is to provide the town officers of the Town of Leon with the authority to destroy certain obsolete public records in possession of the Town of Leon.

SECTION II – AUTHORITY

The Town Board of the Town of Leon, Monroe County, Wisconsin, has the specific authority under s. 19.21(4), Wis. stats., to manage and destroy obsolete public records in possession of the Town of Leon.

SECTION – III – ADOPTION OF ORDINANCE

This ordinance, adopted by a majority of the town board on a roll call vote with a quorum present and voting and proper notice having been given, authorizes the powers and establishes the duties of the town officers of the Town of Leon to manage and destroy obsolete public records in the possession of the Town of Leon.

SECTION IV – FINANCIAL RECORDS

The Town Clerk, pursuant to s. 19.21(5), Wis. stats., may destroy the financial records, including utility bills, of which he/she are the legal custodian that are considered obsolete as provided below:

Officer	Records officer authorized to destroy	Period records must be held by town
Clerk	Bank Deposits	Seven (7) Years
	Bank Records	Seven (7) Years
	Invoices	Seven (7) Years
	Check Stubs	Seven (7) Years
	Annual Reports	Seven (7) Years
	Budgets	Seven (7) Years
	CT Reports	Seven (7) Years
	Payroll Tax Reports – Fed./State	Seven (7) Years
	County Tax/Treas. Reports	Seven (7) Years
	Any Other Financial Reports	Seven (7) Years

SECTION V – OTHER RECORDS

The Town Clerk, pursuant to s. 19.21(5), Wis. stats., may destroy the following records of which he/she are the legal custodian and that are considered obsolete:

Officer	Records officer authorized to destroy	Period records must be held by town
----------------	--	--

Clerk	Correspondence	Seven (7) years
	Zoning Records	Seven (7) Years
	Election Records	Seven (7) Years (Except County Records)
	Building Inspection Records	Seven (7) Years
	Liquor/Beer Licenses	Seven (7) Years
	Notices	Seven (7) Years
	Minutes	Seven (7) Years (Except Official Minutes)
	Ordinances (Recinded)	Seven (7) Years
	E-mails	Seven (7) Years**

****All E-mails will be stored on Town Computer/Flash Drives and Hard Copy.**

SECTION VI – RECORDS NOT TO BE DESTROYED

The following records may not be destroyed at any time:

- All Property Tax Records**
- Minutes of Town (Official)**
- Court Records**
- Ordinances (Currently In Effect)**
- Any other records deemed essential by Town Clerk (Custodian of Records)**

SECTION VII - STATE HISTORICAL SOCIETY NOTIFICATION

Prior to the destruction of any public record described in Sections IV AND V, at least 60 days' notice in writing shall be given to the Wisconsin State Historical Society.

SECTION VIII – PENALTY PROVISIONS

Any person that fails to comply with the provisions of this ordinance shall, upon conviction, pay a forfeiture of not less than \$25.00 nor more than \$100.00, plus the applicable surcharges, assessments, and costs for each violation. Each day a violation exists or continues constitutes a separate offence under this ordinance. In addition, the town board may seek injunctive relief from a court of record to enjoin further violations.

SECTION IX – SEVERABILITY

If any provision of this ordinance or its application to any person or circumstance is held invalid, the invalidity does not effect other provisions or applications of this ordinance that can be given effect without the invalid provision or application, and to this end the provisions of this ordinance are severable.

SECTION X – EFFECTIVE DATE

This ordinance is effective upon approval of Wisconsin Records Board and final approval of the Leon Town Board.

This ordinance is then effective on publication or posting.

This ordinance shall not be construed to authorize the destruction of any public record after a period less than prescribed by statute or state administrative rules.

The town clerk shall properly post or publish this ordinance as required under s. 60.80, Wis. stats.

Adopted this ____ day of _____, _____.

Signatures of Town Board: Greg Selbrede, Chairman _____

Tim Greeno, Supervisor _____

Sharon Folcey, Supervisor _____

Attest: Doug Schroeder, Clerk
