

**TOWN OF PINE LAKE RECORDS RETENTION AND DISPOSAL  
ORDINANCE 01-02**

**SECTION 1. Purpose.** The purpose of this ordinance is to establish a town records retention schedule and authorize destruction of town records pursuant to that schedule on an annual basis. Record custodians do not have the authority to destroy records prior to the established retention period unless such records have been photographically reproduced as original records pursuant to Section 16.61 (7), Stats. If there is not a specific law requiring a specific retention period, all records must be retained 7 years, unless the Town Board fixes a shorter period.

**SECTION 2. Definitions.**

- a. "Legal custodian" means the individual responsible for maintaining records pursuant to Section 19.33, Stats.
- b. "record" means record as defined in Section 19.32(2), Stats.

**SECTION 3. Historical Records.** The State Historical Society of Wisconsin (SHSW) has waived the required statutory sixty (60) day notice under Section 19.21(5) D, Wis. Stats., for records marked "W", which designates waived notice. SHSW must be notified prior to destruction of records marked "N", designated non-waiver. Notice is also required for any record not listed in this ordinance. "N/A" indicates not applicable and applies to all town records designated for permanent retention.

**SECTION 4. 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 Section 19.37, Stats., the requested record may not be destroyed until a court order is issued and all appeals have been completed. See section 19.35(5), Wis. Stats.

**SECTION 5. Destruction Pending Litigation.** A legal custodian having actual knowledge that a record is subject to pending litigation shall not destroy that record until litigation is resolved and all appeals have been completed.

**SECTION 6. Microfilming of Town Records.** The Town may keep and preserve public records through the use of microfilm provided that the microfilm meets the applicable standards established in Section 16.61(7), Wis. Stats. The Town should consider factors such as the retention period and estimated cost of the microfilming in deciding which records to microfilm. After verification, paper records can be destroyed if these records are preserved on microfilm. For microfilmed records not identified as permanent, the above records retention periods apply.

**SECTION 7. Town.** The following records are found in the Town and are subject to uniform regulation unless otherwise specified.

RECORD	UNDER SECTION 7		SHSW
	RETENTION	AUTHORITY	
<b>A. General</b>			
(1) Contracts, leases and agreements	7 years	60.83, stats	W
(2) Insurance policies			
(a) Claims made	7 years after expiration	60.83, Stats.	W
(b) Occurrence	Permanent	60.83, Stats	N/A
(3) Receipts	7 Years		W
(4) Accounts Payable- purchasing invoices/vouchers detail listing/vendor listing	7 years		W
(5) Accounts receivable/ Receipts	7 years		W
(6) Receipt Journals	7 years		W
(7) General Journal	7 years		N
(8) Any record which is involved, or is reasonably expected to be involved in litigation, claim, audit or other action	Until permission to destroy is obtained from the Town Attorney		W
(9) Copies of Notices of Tax apportionment	3 years	60.83 Stats.	W
(10) List of Town Officers certified by Town Clerk	After date of expiration of term listed	60.83 Stats.	N
(11) Official bonds	6 years	60.83 Stats.	W
(12) Dog licenses sold & records of dog licenses issued	3 years	60.83 Stats.	W
(13) Oaths of office	7 years	60.83 Stats.	W
(14) Original Papers, Resolutions & reports concerning Town Board proceedings	6 years	60.83 Stats	N
(15) Committee Minutes	6 years	60.83 Stats	N
(16) Mill Rates	2 years		W
(17) Permits	Permanent		N/A
(18) Bids and proposals, successful	7 years after contract expiration		W
(19) Bids and proposals, Unsuccessful	1 year after audit		W
(20) Final real property assessment roll	15 years "no assessment containing forest crop acreage may be destroyed without prior approval of the secretary of revenue"		W

**b. Finance and Audit**

(1) Cancelled checks	7 years	60.83 Stats.	W
(2) Copies of receipts issued by treasurer	4 years or until competently audited whichever is earlier	60.83 Stats.	W
(3) Journal entries & any audits of journal entries	7 years		W
(4) Audit Reports	15 years		W
(5) Bank Statements	7 years		W
(6) General receipts and settlement receipts	7 years		W
(7) Municipal tax roll	15 years		W
(8) Balancing reports	3 years		W
(9) Audit Letters	3 years		W
(10) Accounts payable/detail listing/check register	3 years		W
(11) Bank reconciliation's	7 years		W
(12) Outstanding Checks	7 years		W
(13) Check register	7 years		W
(14) Deposit Tickets	1 year after audit		W
(15) Tax receipts	15 years	60.83 Stats.	W
(16) Bank Credit/debit notices	1 year after audit		W
(17) All other receipts of town Treasurer	7 years		W

**c. Buildings, Equipment and Inventories**

(1) Construction plans for building and bridges	Life of structure		N
(2) Blueprints as-built tracings	Until superceded by		N
(3) As-built tracings	Life of project		N
(4) Warranty records	Life of product or end of warranty, whichever occurs first		W
(5) Equipment & furnishings inventories	Until superceded		W
(6) Heavy equipment and vehicle inventory ledger	Until superceded		W
(7) Vehicle maintenance histories	Life of vehicle		W
(8) Material safety data sheets	7 years after product is deleted from inventory		W

**d. Roads, Land, Plats and Maps**

(1) Deeds	Permanent or listing of where & When recorded		N/A
-----------	---	--	-----

(2) Abstracts & certificates of title, and title insurance policy	Permanent or as long as land is owned	N/A
(3) U.S. Geological Survey Maps	Until the next set of maps is received	W
(4) Report on functional Jurisdiction of roads	10 years or until next report received	W
(5) Certified mileage lists	Until next list received	W
(6) Master Park Plans	Permanent	N/A
(7) Land acquisitions deeds, abstracts	Permanent or until land disposed of	W
(8) Plats	Permanent	N/A
(9) Certified surveys	Permanent	N/A
(10) Assessors Plats	Permanent	N/A
(11) Aerial Photographs	Until superceded	N
(12) Original government survey plats and notes	Permanent	N/A

**e. Personnel**

(1) Accident reports, injury claims and settlements; injury frequency charts	8 years after end of Service	W
(2) Payroll registers, other payroll reports and social security and retirement earnings reports	10 years	W
(3) Withholding allowance certificates employee wage and tax statements and other tax records	7 years	W
(4) Time Cards, attendance records	7 years	W
(5) Garnishment records	5 years	W
(6) Salary Schedules	7 years	W
(7) Insurance records, including applicants	7 years	W
(8) Performance evaluations and medical records		W
(9) Union contracts and grievance, Mediation or arbitration records	Permanent	N/A
(10) Unemployment compensation records	3 years	W
(11) Individual employee personnel files and retirement records	8 years after end of service	W
(12) Directives & policies	7 years after being updated or terminated	W

**f. Elections**

(1) Cancelled registration cards	4 years after cancellation	7.23(1)(c) Stats.	W
----------------------------------	----------------------------	-------------------	---

(2) Financial registration statements and reports	6 years	7.23(1)(d) Stats.	W
(3) Registration & poll lists:		7.23(1)(e) Stats.	W
(a) Non partisan elections	2 years		
(b) Partisan elections	4 years after election		
(4) Electronic ballot tallies	22 months after date of elections	7.23(1)(g) Stats	W
(5) Ballots	30 days after date of election	7.23(1)(h) Stats	W
(6) Election notices & proofs of publications & correspondence	1 year after date of election unless con- tested, then by court order.	7.23(1)(j) Stats.	W
(7) All other election materials & supplies	90 days after election	7.23(1)(k) W	

**SECTION 8. Severability.** If any section, subsection, sentence, clause or phrase of this ordinance is for any reason held to be invalid, such decisions shall not affect the validity of the remaining portions of this ordinance. The Town Board hereby declares that it would have passed this ordinance and each section, subsection, clause and phrase thereof irrespective of the fact that may one or more sections, subsections, sentences, clauses and phrases be declared unconstitutional or void for reason.

**SECTION 9. Effective Date:**

Adopted by the Town Board this \_\_\_\_\_ day of \_\_\_\_\_  
2001

Filed in the Office of Town  
Clerk this \_\_\_\_\_ day of  
\_\_\_\_\_ 2001

Town Chairman  
*Richard Iduntee*

Supervisor  
*James A. Beard*

Supervisor *Timothy K. Oestrich*

ATTEST

Supervisor  
*Tammy Flory*

Supervisor  
*Brian Gehring*

Town Clerk

*Cindy Skinner, Clerk*

*12/20/04 Board approved per minutes 11/14/01*

*Original lost in transfer of previous clerk's office*