

**VILLAGE OF KRONENWETTER, MARATHON COUNTY, WISCONSIN
ORDINANCE NO.: 11-10**

**AN ORDINANCE CREATING SECTION 2-300
ENTITLED DESTRUCTION OF PUBLIC RECORDS
IN THE VILLAGE OF KRONENWETTER**

The Village Board Village of Kronenwetter, Marathon County, Wisconsin do ordain as follows:

SECTION 1. Section 2-300 of the General Code of the Village of Kronenwetter entitled Destruction of Public Records in the Village of Kronenwetter is hereby created to provide as follows:

Sec. 2-301 Definitions:

- a. **AUTHORITY** means the Kronenwetter Village Board as the authority responsible for Village governmental records.
- b. **CUSTODIAN** means that officer, department head or employee of the Village designated under Sec. 2-303 hereof or otherwise responsible by law to file, deposit, keep and preserve any Village records in his or her office; or who is lawfully in possession or entitled to possession of such public records and who is required by this article to respond to requests for access to such records.
- c. **RECORD** means any material on which written, drawn, printed, spoken, visual or electromagnetic information is recorded or preserved, regardless of physical form or characteristics, which has been created or is being kept by an authority. RECORD includes, but is not limited to, handwritten, typed or printed pages, E-mail, maps, charts, photographs, films, recordings, tapes, all electronic media (including removable computer storage devices), and computer printouts. RECORD does not include drafts, notes, preliminary computations and like materials prepared for the originator's personal use or prepared by the originator in the name of a person for whom the originator is working; materials which are purely the personal property of the custodian and have no relation to his or her office; materials to which access is limited by copyright, patent or bequest; and published materials in the possession of an authority other than a public library which are available for sale, or which are available for inspection at a public library.
- d. **REQUESTER** means any person who requests inspection or copies of a record.

Sec 2-302 Duty to Maintain Public Records:

- a. Except as provided under Sec. 2-301(b) hereof, each officer and employee of the Village shall safely keep and preserve all records received from his or her predecessor or other persons and required by law to be filed, deposited or kept in his or her office or which records are in the lawful possession or control of the

officer or employee or his or her deputies or to the possession or control of which he or she or they may be lawfully entitled as such officers or employees.

- b. Upon the expiration of an officer's term of office, or an employee's term of employment, or whenever the office or position of employment becomes vacant, each such officer or employee shall, on demand, deliver to his or her successor, all records then in his or her custody and the successor shall receipt therefore to the officer or employee, who shall file said receipt with the Village Clerk. If a vacancy occurs before a successor is qualified, such records shall be delivered to and receipted for by the Clerk on behalf of the successor, to be delivered to such successor upon the latter's receipt.
- c. General Provisions:

Historical Records-Notifications to State Historical Society of Wisconsin

Under s. 19.21(4)(a) counties must notify the State Historical Society of Wisconsin (SHSW) 60 days prior to destroying records. The SHSW has waived the required 60 day notice for any record designated "Waived" (notification requirement waived) in the retention schedule. The SHSW must be notified 60 days prior to destruction of any record designated with "Notify" (notification required). "N/A" indicates not applicable and applies to any record designated for permanent retention with the original custodian.

Notice to SHSW is also required prior to the destruction of any record not listed in this schedule.

Sec 2-303 Legal Custodians:

- a. ~~The Village Assessor shall have the custody and control of all property appraisal files and the contents thereof as well as all other documents, records and notes relating to the performance of the Assessor's files.~~
- b. ~~The Finance Director/Treasurer shall have the custody and control of all financial records of the Village as well as all bank and financial accounts of the Village.~~
- c. ~~The Building Inspector and Community Development/Zoning Administrator shall have the custody and control of all files concerning building permits issued by the Village and all contents of such files.~~
- d. ~~The Public Works Director shall have the custody and control of all public works, parks and utility records of the Village.~~
- e. ~~The Fire Chief shall have the custody and control of all Fire Department records.~~
- f. ~~The Police Chief shall have the custody and control of all Police Department records.~~

~~g. The Court Clerk shall have the custody and control of all court records of the Kronenwetter/Rothschild Joint Municipal Court.~~

~~h. The Village Clerk shall have the custody and control of all Village records except those records that are under the custody and control of the Village Assessor, Village Finance Director/Treasurer, Village Police Chief, Village Fire Chief, Joint Municipal Court Clerk, Village Director of Public Works, Community Development/Zoning Administrator and Village Building Inspector. The Village Clerk is the legal custodian of the Village, all request will go through the Village Clerk. The Village Clerk will coordinate with Village Staff to fulfill the request.~~

i. The legal custodian shall have authority to render decisions and to carry out the duties of an authority under Subchapter II of Chapter 19, Wis. Stats., and under this article. The designation of a legal custodian does not affect the powers and duties of an authority under this article.

Sec 2-304 Destruction of Records:

a. Scope of Authority:

As provided by Wis. Stats. §19.21(4) the following provides direction for the destruction of obsolete public records:

RECORDS RETENTION SCHEDULE

WHS=WI Historical Society; W=Waived; N=Notify; N/A=Non-applicable

ACCOUNTING	RETENTION TIME TABLE	WHS NOTIFICATION
Purchase Invoices	7 years and destroy provided record has been audited	W
Vouchers	7 years and destroy provided record has been audited	W
Check stubs	7 years and destroy	W
Accounts receivable invoices	7 years and destroy provided record has been audited	W
Receipts	7 years and destroy provided record has been audited	W
General Journal	15 years and destroy	W
General Ledger	15 years and notify State Historical Society	N
Receipts Journal	15 years and destroy	W
ASSESSMENT RECORDS		
Assessment Property records and supporting documentation	Until superseded	W

Assessment Workroll	2 years	W
Final Assessment Roll	Permanent	NA
Personal Property Blotters	7 years	W
BOARD OF REVIEW		
Objection to Property Assessment and supporting documentation	7 years after the final action of the Board of Review or the completion of appeal and destroy	W
Minutes of Board of Review	7 years and then notify the State Historical Society	N
Notice of determinations	7 years after the final action of the Board of Review or the completion of appeal and destroy	W
Proceedings of the Board of Review on audio files or as stenographic notes including any transcriptions thereof	7 years after the final action of the Board of Review or the completion of appeal and destroy	W
BUDGETS AND AUDITS		
Audit reports	Permanent	NA
Budget work sheets	3 years and destroy	W
Final Budget	Permanent	NA
Annual reports	Permanent	NA
BUILDING PERMITS AND INSPECTIONS		
Applications and permits	For life of structure	W
State permit applications (DILHR)	Permanent	NA
Certificates of occupancy	Retain until superseded and destroyed	W
Inspection reports	For life of structure	W
Energy calculation worksheets	3 years and destroy	W
Permit ledger	7 years and destroy	W
State approved commercial building plans	4 years and notify the State Historical Society	N
COURT (MUNICIPAL)		
Court records	7 years	W
Audio files of trial	10 years	W
Payments made to the court	7 years	W
COUNCIL, COMMITTEE & BOARD RECORDS		
Affidavits of Notice Publication	Retain 3 years and destroy	W
Audio and Video recordings	Retain five years and destroy or erase file, 90 days if made only for the purpose of writing the minutes	W
General correspondence, including E-mail Petitions Reports of Officers Staff notes	Minimum period is not established; however, some of these things should be retained permanently like petitions and lists of citizens serving. Other things like reports and staff notes go a long way toward providing background to decisions. General correspondence is especially difficult to quantify; it definitely depends on what it refers to. To be safe keep everything	W

	except obvious advertising materials at least three years.	
Minutes of any kind	Retain permanently	NA
Agendas/Meeting Notices of any kind	Retain permanently	NA
Ordinances w/ affidavits of publication (when appropriate)	Retain permanently	NA
Resolutions	Retain permanently	NA
ENGINEERING AND PUBLIC WORKS		
Annexation plats	Permanent	NA
Assessor's plats	Permanent	NA
Village map	Permanent	NA
Final subdivision plats	Permanent	NA
House number and address change file	Permanent	NA
Utility Permits	3 years and destroy	W
Petitions for street and sewer systems	2 years and destroy	W
Preliminary subdivision plats	Permanent	W
State Highway aids program records	7 years and destroy provided the record has been audited	W
Street vacations and dedications, copies	Permanent	NA
Structure plans for municipal buildings and bridges	Retain for life of the structure and notify the State Historical Society	N
Water, storm, and sanitary sewer main maps	Permanent	NA
FIDELITY BOND		
Fidelity Bond	5 years after bond expires and destroy	W
Fidelity Bond Book	5 years after last bond entered expires and destroy	W
Oath of Office	5 years after the term of service covered by the oath has ended and destroy	W
FIRE DEPARTMENT		
Fire Call Reports	7 years	W
First Responder Call Reports	7 years	W
Fleet maintenance records	Life of Unit	W
Fire personnel records	7 years after employee termination	W
LEGAL OPINIONS		
Legal Opinions	Permanent	NA
LICENSES AND PERMITS		
Applications accepted and rejected - Zoning	Permanent	W
All liquor and beer related license and applications	4 years and destroy	W
Cat & Dog Licenses monthly reported to County Clerk (by Treasurer)	3 years and destroy	W
License stubs	All liquor and beer related license stubs 4 years. All other stubs 3 years and destroy	W

Receipts	7 years and destroy	W
MUNICIPAL BORROWING		
Bond Payment Register	7 years after bond issue expires or following payment of all outstanding matured bonds/notes/coupons, whichever is later, and destroy	W
Bond procedure record	7 years after bond issue expires and destroy	W
Bond register	7 years after bond issue expires and destroy	W
Cancelled bonds, coupons, and promissory notes	Until audited and destroy	W
Certificates of destruction	7 years after bond issue expires or following payment of all outstanding matured bonds/notes/coupons, whichever is later, and destroy	W
PARKS		
Aerial photographs	Permanent	NA
Master park plan	Permanent	NA
Master reservation book	2 years and destroy	W
Plats	Permanent	NA
Records of the board of park, commissioners (includes minutes of the meetings of the board and supporting documents submitted to the board)	Permanent	NA
Reservation requests	90 days and destroy. If payment receipts are attached, retain 7 years and destroy provided record has been audited	W
PAYROLL		
Annual Report of Federal Income Tax Withheld	7 years and destroy	W
Employee earning records	7 years and destroy	W
Employee enrollment and waiver cards	7 years after being superseded or terminated and destroy	W
Employee's Wisconsin Withholding Exemption Certificate	7 years after being superseded and destroy	W
Employee's Withholding Allowance Certificate	7 years after being superseded and destroy	W
Employer's Annual Reconciliation of Wisconsin Income Tax Withheld from Wages	7 years and destroy provided record has been audited	W
Federal Deposit Records	7 years and destroy provided record has been audited	W
Payroll check register	7 years and destroy provided record has been audited	W

Payroll distribution record	7 years and destroy provided record has been audited	W
Payroll support records	7 years and destroy provided the record has been audited	W
Payroll voucher	7 years and destroy provided record has been audited	W
Quarterly Report of Federal Income Tax Withheld	7 years and destroy provided record has been audited	W
Quarterly Report, Payroll Summary	7 years and destroy provided record has been audited	W
Report of Wisconsin Income Tax Withheld	7 years and destroy provided record has been audited	W
State's Quarterly Report of Wages Paid	7 years and destroy provided record has been audited	W
Wage and Tax statement	7 years and destroy provided record has been audited	W
POLICE DEPARTMENT		
Accident reports	Permanent	W
Annual report	7 years	W
Audio/Video recordings	Dependant on case type minimum 120 days	W
Bond receipts	7 years	W
Citations/Warning/Equipment Violations	7 years	W
Citizen complaints	7 years	W
Department Job Applications	10 years	W
Department Reports, Data and Graphs	7 years	W
Fleet maintenance records	Life of Unit	W
Homicide or suspicious death	Permanent. Includes all associated notes, audio/video files, statements, documents or any other item associated with the incident reported	NA
Incident reports (closed felonies or lower)	45 years. Includes all associated notes, audio/video files, statements, documents or any other item associated with the incident reported	W
Incident reports (open felony and/or missing persons)	30 years. Includes all associated notes, audio/video files, statements, documents or any other item associated with the incident reported	W
Pay, vacation, compensatory time records	7 years after employee termination	W
Photographs (case related)	Time assigned to incident type	W
Police disciplinary record	Permanent	W
Police personnel records	7 years after employee termination	W
Property records (case related)	Time assigned to incident type	W
Property records (disposed property)	7 years	W
Request for Open Records	7 years	W

TIME and criminal history logs	2 years	W
Training and recertification records	Length of Employment plus 1 year	W
Video – In Squad (if required for Court)	Until conviction and appeal or release from prosecuting attorney	W
Video – In Squad	120 days from last event recorded (VHS tapes only) Digital actual date of incident	W
Video – Interrogation room	Dependent on case type	W
Village complex security /files	120 days	W
Work schedules – Squad assignments	5 years (calendar year)	W
PUBLIC WORKS PROJECTS & CONTRACTS		
Affidavit of organization and authority	Retain in the contract file 7 years after completion of the project and destroy. For unsuccessful bidders, retain 2 years and destroy	W
As-built tracings	Retain for the life of the project or structure and notify the State Historical Society	N
Bid Bond	Retain in the contract file 7 years after completion of the project and destroy. For unsuccessful bidders, retain 2 years and destroy	W
Bid tabulations	2 years and destroy	W
Bidder's proof of responsibility	Retain in the contract file 7 years after completion of the project and destroy. For unsuccessful bidders, retain 2 years and destroy	W
Bids	Retain in the contract file 7 years after completion of the project and destroy. For unsuccessful bidders, retain 2 years and destroy	W
Blue prints (includes residential blue prints in your possession)	Retain until superseded by the as-built tracings and destroy; if no as-built tracings are forthcoming retain for the life of the building or project and notify the State Historical society.	N
Certified check	Retain until the contract has been signed and return to bidder	W
Contract	Retain in the contract file 7 years after completion of the project and destroy	W
Master project files	20 years after the life of the structure and notify the State Historical Society	N
Notice to contractors	Retain in the contract file 7 years after completion of the project and destroy. For unsuccessful bidders, retain 2 years and destroy	W
Performance bond	Retain in the contract file 7 years after completion of the project and destroy	W
PURCHASING		

Bids, successful	7 years after the contract has expired and destroy	W
Bids, unsuccessful	1 year after Purchase Order issued	W
Inventory of property	Retain until superseded and destroy	W
Receiving report	7 years and destroy	W
REAL PROPERTY RECORDS		
Abstracts and Certificates of Title	Permanent	NA
Deeds	Permanent	NA
Easements	Permanent	NA
Leases	7 years after termination of lease and destroy	W
Plats	Permanent	NA
Vacation or alteration of plat	Permanent	NA
SANITATION AND CONSUMER PROTECTION		
Complaints and follow-up reports	5 years from the date the complaint was resolved and destroy	W
Open air burning permits	6 months and destroy	W
Public swimming pool survey reports, campgrounds and camping survey reports, mobile home park survey reports, recreational and education camp survey reports restaurant and tavern survey reports, hotels, motels, tourists rooms, and rooming houses survey reports, retain dairy case and milk products reports, retail and wholesale food establishment reports, nursing home survey reports, and vending machines survey reports	5 years and destroy	W
Septic tank permits	Permanent	NA
SPECIAL ASSESSMENTS		
Certified special assessment roll	7 years after collection is completed	W
Final resolution	Permanent	NA
Preliminary resolution	2 years and destroy provided a copy of the report is on file with the public works project records	W
Report on special assessment notice and hearing	2 years and destroy provided a copy of the report is on file with the public works project records	W
Special assessment payment register	7 years after collection is completed	W
Statement of new special assessments	5 years and destroy provided record has been audited	W
Waiver of special assessment notice and hearing	1 year after the final audit resolution is approved and destroy	W
STREETS AND HIGHWAYS		

Fuel usage reports	2 years after created or superseded and destroy	W
Heavy equipment and vehicle inventory ledger	Retain for the life of the equipment and/or vehicle or until the inventory ledger is superseded and destroy	W
Street and sidewalk maintenance and repair records	25 years and destroy	W
Tree planting, inspection, trimming and removal records	25 years and destroy	W
Complaint ledger	2 years and destroy	W
Street operations file	2 years after created or superseded and destroy	W
Vehicle maintenance histories	Retain for the life of the vehicle and destroy	W
TAX CALCULATION		
Certificates of apportionment	3 years and destroy provided the record has been audited	W
Explanation of property tax credit certification	5 years and destroy provided record has been audited	W
Final work sheet for determining allowable levy	5 years and destroy provided record has been audited	W
General property tax credit certification	5 years and destroy provided record has been audited	W
Personal property tax roll	Retain 15 years and destroy	W
Real property tax roll	This record is transferred to the county treasurer	NA
State shared aid payment notices, any and all	Retain 6 years and destroy provided record has been audited	W
Statement of new special assessments	5 years and destroy provided record has been audited	W
Statement of sewer service charges	5 years and destroy provided record has been audited	W
Statement of taxes	Retain final copy permanently	NA
Tax levy certification of the school district clerk	3 years and destroy provided the record has been audited	W
TAX COLLECTION		
Escrow account list	Retain until superseded and destroy	W
Municipal treasurer's settlement	5 years and destroy provided record has been audited	W
Personal property tax roll	15 years and destroy	W
Receipts	For cities and villages, retain 7 years and destroy provided record has been audited. For towns, retain 15 years and destroy.	W
Statement of taxes remaining unpaid	Retain with the tax roll (county treasurer)	W
Tax settlement receipt	5 years and destroy provided record has been audited	W
TREASURER'S RECORDS		

All receipts	7 years	W
Bank credit/debit notices	7 years after audit and destroy	W
Bank reconciliation	7 years and destroy	W
Bank statements	7 years and destroy	W
Cancelled order checks	7 years and destroy	W
Cashbook	15 years and destroy	W
Check register	7 years and destroy	W
Duplicate deposit tickets	7 years after audit and destroy	W
Investment records	7 years and destroy	W
Lists of outstanding checks	7 years and destroy	W
UTILITY RECORDS (WATER & SEWER)		
Collection reports, summaries, bill stubs, bill copies, customer account adjustments, high bill complaints	3 years	W
Customer applications, contracts, deposit records, interest receipts	3 years	W
Customer ledgers, bill summaries, trial balances, account indices	3 years	W
Meter reading records	2 years	W
Records of inventory, inventory disposition & scrap	3 years	W
Revenue summaries	7 years	W
Water quality laboratory tests (deep well and landfill well water analyses detail and summary reports; chemical and bacteriological analyses of municipal drinking water detail and summary reports; municipal drinking water fluoride analyses; swimming pool water bacteriological analyses; public bathing beach water bacteriological analyses; and water quality control readings	Retain individual sample records 5 years. If information has been transferred to a permanent test site location file, retain for one year and destroy	W
Schematics of private water & sewer lines from house connection to street main connection (provided by inspector)	Permanent	NA
VOTERS, CAMPAIGN & ELECTION RECORDS		
Active registration cards	Retain the active file as long as current	W
Applications for absentee ballots	90 days after the election and destroy provided applications for federal elections are retained 22 months and destroyed	W
Ballots, Voting Machine Records, Tally Sheets, Inspector Statement of Defective & Challenged Ballots – Federal Elections	Retain for 22 months and destroy	W
Campaign financial reports (EB-2)	6 years and destroy	W

Campaign registration statements (EB-1)	6 years and destroy	W
Cancelled registration cards	4 years after cancellation and destroy	W
Election notices in Villages	1 year after the date of the election and destroy.	W
Inspectors statement of defective and challenged ballots – Local Elections	90 days after the election and destroy	W
Nomination papers	90 days after the election and destroy	W
Paper ballots and voting machine recorders – local elections	90 days after the election and destroy. Voting machine recorders may be reactivated 14 days following a primary or 60 days following a spring or general election.	W
Poll list & Registry list	2 years after a non-partisan primary or election, 4 years after partisan primary or election	W
Tally Sheets – Local Elections	90 days after the election and destroy	W

b. No records may be destroyed:

- (1) after a request for inspection or copying a record has been received under Sec. 2-304 and until the request is granted or until at least 90 days after the request is denied; or
- (2) after written notice has been received that an action relating to a record has been commenced under Wis. Stats. §19.37 and until all litigation and appeals regarding that action have concluded. If the court orders the production of any record and the order is not appealed, the record may not be destroyed until after the request for inspection or copying is granted.

Sec 2-305 Preservation through Electronic Media:

The Village Custodian, subject to the approval of the Village Board, may keep and preserve public records in his or her possession by means of electronic media or other photographic reproduction method. Such records shall meet the standards for photographic set forth in Sec. 16.61(7)(a) and (b), Wis. Stats., and shall be considered original records for all purposes. Such records shall be preserved along with other files of the department or division and shall be open to public inspection and copying according to the provisions of state law and of Sec. 2-304 and Sec 2-305 of this Ordinance.

SECTION 2: If any provision of this Ordinance is invalid or unconstitutional, or if the application of this Ordinance to any person or circumstances is found invalid or unconstitutional by a Court of competent jurisdiction, such invalidity or

unconstitutionality shall not affect the provisions or application of this Ordinance which can be given effect without the invalid or unconstitutional provision or application.

SECTION 3: All Ordinances and parts of Ordinances in conflict herewith are hereby repealed.

SECTION 4: This Ordinance shall be in full force and effect from and after its date of passage and publication.

VILLAGE BOARD, VILLAGE OF
KRONENWETTER

By, Judi L. Akey, Village President

ATTEST:

Cindra Falkowski, Village Clerk

ADOPTED: June 27, 2011

POSTED: