

15.124.010 - City council and committee records.

The following public records may be destroyed after the expiration of the designated retention period:

<u>Records</u>	<u>Period of Retention</u>	<u>SHSW Notice</u>
Minute books	Permanent	N/A
Audio tapes	CR + 1 year; 90 days if made solely for the purpose of drafting the minutes	W
Ordinances	Permanent	N/A
Resolutions	Permanent	N/A
Ordinance book	Permanent	N/A
Affidavits of publication	CR + 3 years	W

(Ord. 1370 §1(part), 1997).

2.66.070 - Destruction of public records.

City officers may destroy records of which they are the legal custodians and which are considered obsolete but not less than seven years after the record was effective unless a specific period of time is provided by the Wisconsin Statutes.

- (1) Prior to the destruction of any public records, at least sixty days' notice in writing shall be given the State Historical Society of Wisconsin. The historical society may upon application, waive such notice.
- (2) Notwithstanding any minimum period of time for retention set forth above, any taped recording of a meeting, as defined in Wis. Stats. § 19.82(2), by any governmental body, as defined under Wis. Stats. § 19.82(1), of the city may be destroyed no sooner than one year after the minutes have been approved and published if the purpose of the recording was to make minutes of the meeting.
- (3) Transcripts of Tape Recordings of Municipal Court Trials. Audio tape recordings of trials or juvenile matters in municipal court shall be kept until the time has expired for taking an appeal of such matters to the Circuit Court of Walworth County or Jefferson County. Upon the expiration of such period, city officers are empowered to dispose of, erase, destroy or reuse any such audio tapes; and to destroy any written duplicate copies of transcripts made from such tapes.
- (4) Municipal Court, Traffic, Juvenile or Ordinance Violation Case Files. All court papers or written court records in the possession of the municipal court or the city police department in proceedings commenced by the issuance of municipal court citations or pleadings shall be kept for six years after the entry of final judgment.
- (5) All police dispatch audio tapes shall be kept for thirty days except those tapes that cover significant incidents. Tapes covering significant incidents will be retained seven years after the incident is closed.

(Ord. No. 1782A, 5-4-2010)