

Town of Dellona, Sauk County, Wisconsin
Ordinance #15
DESTRUCTION OF PUBLIC RECORDS

FINANCIAL RECORDS - Town officers may destroy nonutility records as described in the attached Annex A of which they are the legal custodians and which are considered obsolete, after completion of any required audit by the Bureau of Municipal Audit or an auditor licensed under Chapter 442 of the Wisconsin Statutes, but not less than seven years after payment or receipt of any sum involved in the particular transaction, unless a shorter period has been fixed by the State Public Records Board pursuant to s. 16.61 (3) (e), and then after such shorter period:

UTILITY RECORDS - Town officers may destroy utility records as described in the attached Annex A of which they are the legal custodians and which are considered obsolete after completion of any required audit by the Bureau of Municipal Audit or an auditor licensed under Chapter 442 of the Wisconsin Statutes, subject to state Public Service Commission regulations, but not less than seven years after the record was effective unless a shorter period has been fixed by the state Public Records Board pursuant to s. 16.61 (3) (e), and then after such a shorter period, except that water stubs, receipts of current billings and customer's ledgers may be destroyed after 2 years.

OTHER RECORDS - Town officers may destroy other records not described in the attached Annex A of which they are the legal custodian and which are considered obsolete, but not less than 7 years after the record was effective unless another period has been set by statute, and then after such a period, or unless a shorter period has been fixed by the state Public Records Board pursuant to s. 16.61(3) (3) and then after such a shorter period.

PUBLIC NOTICE – At least sixty days prior to the destruction of any public record described in this Ordinance and the attached Annex A, a notice listing the items to be destroyed shall be posted at the Town Hall and on the Town website to allow public comment on specific items.

HISTORICAL SOCIETY NOTIFICATION – At least sixty days prior to the destruction of any public record described in this Ordinance and the attached Annex A, a written notice shall be given to the State Historical Society of Wisconsin and the Sauk County Historical Society.

LIMITATIONS - 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 regulations.

Approved this 9th Day of July, 2012

Paul Bremer, Chairman

Robert Giebel, Jr. – Supervisor

Aaron Kirby, Supervisor

Dan Coulon – Supervisor

Gerald Dallman, Supervisor

Attest: Lynn Eberl – Town Clerk