

Ordinance No. 2020-03

Town of Winchester

## PRESERVATION/DESTRUCTION OF TOWN RECORDS

- I. Purpose and Intent
- II. Adoption of Ordinance
- III. Authority
- IV. Financial Records
- V. Other Records
- VI. Historical Society Notification
- VII. Tape Recordings
- VIII. Preservation through Electronic Media
- IX. Limitations
- X. Penalties
- XI. Severability
- XII. Effective Date

### PURPOSE

The purpose of this ordinance is to provide for the destruction of obsolete records. The following records shall be held in perpetuity:

- (1) Town Meeting Minutes
- (2) Town Board Meeting Minutes
- (3) Building Permits and Correspondence

### Adoption of Ordinance

This ordinance, adopted by a majority of the Winchester Town Board on a roll call vote with a quorum present and voting, and proper notice having been given, provides for the regulation of the preservation and destruction of public records.

### Authority

The Town of Winchester has the authority, pursuant to s. 60.83 and 19.21(4)(a), Wis. Stats. to enact this ordinance.

### Financial Records

Town officers may destroy records of which they are the legal custodians and which are considered obsolete, but not less than seven years after payment or receipt of any payment involved in the particular transaction, unless a shorter period has been fixed by the State Public Records Board pursuant to s. 19.21(4)(a), and s. 16.61(3)(e), Wis. Stats., and then after such shorter period:

- (1) Bank Statements, deposit books, slips, and stubs.
- (2) Canceled checks, duplicates, and check stubs.
- (3) Receipt forms.
- (4) Vouchers, requisitions, purchase orders, and all other supporting documents pertaining thereto.

## **Other Records**

Town officers may destroy any other records of which they are the legal custodian and which are considered obsolete after completion of any required audit by the Department of Revenue or an auditor licensed under Ch. 442, Wis. Stats., subject to State Public Service Commission regulations, but not less the seven 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. 19.21(4)(a) and s. 16.61(3)(e), Wis. Stats.:

- (1) Contracts.
- (2) Excavation permits.
- (3) Inspection records.
- (4) Old insurance policies.
- (5) Election notices.
- (6) Canceled registration cards.

## **Historical Society Notification**

Prior to the destruction of any Town public records which may be of historical value, the custodian of those records, at least sixty days prior to the destruction of these records, shall notify:

- (1) The State Historical Society of Wisconsin
- (2) The Vilas County Historical Society
- (3) The Winchester Historical Society

## **Tape Recordings**

Any tape recordings of a governmental meeting of the town may be destroyed, erased, or reused no sooner than ninety days after the minutes of the meeting has been approved, if the purpose of the recording was to take minutes of the meeting. Taped statements to the Town Board or other town committees shall be held 90 days after they are transcribed and approved as being correct.

## **Preservation Through Electronic Media**

Any Town officer or the director of any department or division of Town government may, subject to the approval of the Town Board, keep and preserve public records in his possession by means of electronic media or other photographic reproduction method. Such records shall meet the standards of photographic reproduction set forth in s. 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 ss. 97-4 through 97-6 of this chapter.

## **Limitation**

This chapter shall not be construed to authorize the destruction of any public record after a period less than prescribed by statute or State Administrative Regulations.

## Penalties

For violations of the above chapter the Town of Winchester adopts s. 19.21(3), Wis. Stats. (Forfeiture of \$25 to \$2,000).

## Severability

The terms and provisions of this ordinance are severable. Should any term or provision of this ordinance be found invalid by a court of competent jurisdiction, the remaining terms and provisions shall remain in full force and effect.

## Effective Date

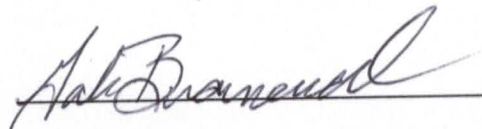
This Ordinance is effective on publication or posting. The Town Clerk shall properly post or publish this Ordinance as required under section 60.80 Wis. Stats.

Adopted this 6<sup>th</sup> day of July, 2020.

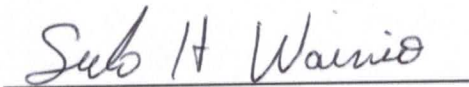
TOWN BOARD of Winchester:



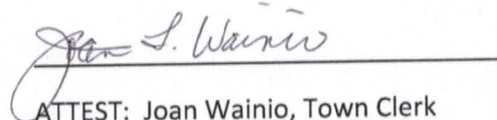
Joe Discianno, Town Chairperson



Galen Brownell, Town Supervisor



Sulo Wainio, Town Supervisor



ATTEST: Joan Wainio, Town Clerk