

# **CHAPTER 1**

## **GENERAL GOVERNMENT**

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Amendments - #124, 03-18-2020; #127, 5-20-2020, #135 1-18-2023



## GENERAL PROVISIONS

### **1.01 - ELECTED OFFICIALS (Ord. No. 179, Am #124, 03-18-2020)**

- (1) Elected. Elected officials of the County shall be the County Clerk, County Treasurer, Register of Deeds, Clerk of Circuit Court, Sheriff, Coroner and 12 supervisors elected from the supervisory districts described and defined in the office of the County Clerk and adopted herein by reference.
- (2) Duties. Except as otherwise provided in this Code, all Elected Officials shall perform duties as authorized and in compliance with the Wisconsin Constitution, Chapter 59, Wisconsin Statutes, and other applicable laws and regulations.

### **1.02 - OTHER OFFICIALS AND EMPLOYEES (Ord. No. 179, Am #124, 03-18-2020)**

Except as provided for by the laws of the State of Wisconsin or applicable collective bargaining agreement, all County officials shall be hired pursuant to County Board rules and shall serve at the pleasure of the County Board unless otherwise specifically provided by law.

### **1.03 - VACANCIES**

- (1) HOW OCCURRING. Vacancies in elective and appointed positions are caused as provided in §17.03, Wis. Stats.
- (2) HOW FILLED. Vacancies in elective and appointed offices shall be filled as provided in §§17.21 and 17.22 Wis. Stats.

### **1.04 - SALARIES (Ord. No. 179, Am #124, 03-18-2020)**

- (1) GENERAL. The County Board shall determine, from time to time, by ordinance or resolution, the annual compensation to be paid officials and employees.
- (2) ELECTED OFFICIALS. The compensation of the Clerk, Treasurer, Clerk of Courts, Register of Deeds, Surveyor, Coroner and Sheriff shall be set and determined prior to the earliest time for filing nomination papers for those positions.

### **1.05 - CODE OF ETHICS (Ord. No. 179, Am #124, 03-18-2020)**

All county officials shall adhere to the Codes of ethics for local government officials, employees and candidates as set forth in §19.59 Wis. Stats.

## OFFICIALS

### **1.10 - ADMINISTRATIVE COORDINATOR (Ord. No. 179, Am #124, 03-18-2020)**

- (1) POSITION CREATED. Under §59.19 Wis. Stats., the position of the County Administrative Coordinator shall be created as of January 1, 1980.  
Administrative Coordinator shall be appointed by majority vote of the board. If

any member of the board is appointed as County Administrative Coordinator, his or her status as a member of the board is thereby terminated unless such appointment is limited to an interim basis.

- (2) **ADMINISTRATION OF VARIOUS COUNTY DEPARTMENTS.** Pursuant to §59.51 Wis. Stats., the County Board assigns the powers and duties of overseeing, coordinating and managing the affairs of the various County departments to the County Board committee which is assigned jurisdiction over the department under the standing rules of the County Board. The director of each such department shall operate the department on a day-to-day basis and shall answer to the committee with jurisdiction over their department under this section for the administration of programs operated by the department.
- (3) **DUTIES AND RESPONSIBILITIES.**  
The Administrative Coordinator shall be responsible for coordinating all administrative and management functions of the County government not otherwise vested by law in boards or commissions or in other elected offices.
- (4) **STAFF.** The Administrative Coordinator shall have such staff, office space and supplies as are allocated by the County Board.
- (5) **COUNTY BOARD APPOINTMENT POWERS.** The County Board reserves the right to designate any other officer, appointed or elected, as Administrative Coordinator at any time.

#### **1.11 - HIGHWAY COMMISSIONER (Ord. No. 179, Am #127, 5-20-2020)**

Pursuant to § 83.01, Wis. Stats., the County Highway Commissioner shall be elected by the County Board. An elected Highway Commissioner shall serve an indefinite term of office, subject to removal from office at the pleasure of the Board by an affirmative vote of two-thirds of the supervisors entitled to seats on the County Board or such other vote established in Wisconsin Statutes and applicable to the Highway Commissioner.

#### **1.12 - SURVEYOR**

- (1) **HOW APPOINTED.** See §1.02 of this chapter.
- (2) **DUTIES.** See, §59.60 Wis. Stats.

### **COUNTY RECORDS**

#### **1.30 - DEFINITIONS**

- (1) **AUTHORITY.** Any of the following having custody of a record: an office, elected official, agency, board, commission, committee, council, department or public body corporate and politic created by constitution, law, ordinance, rule or order, or a formally constituted subunit of the above.
- (2) **RECORD.** 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 an authority. Record includes, but is not limited to, handwritten, typed or printed pages, maps, charts,

photographs, films recordings, tapes (including computer tapes) 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 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.

- (3) REQUESTER. Any person who requests inspection or copies of a record.

### **1.31 - LEGAL CUSTODIANS**

- (1) An elected official is the legal custodian of his records and the records of his office, but the official may designate an employee of his staff to act as the legal custodian.
- (2) Unless otherwise prohibited by law, the County Clerk or the Clerk's designee shall act as legal custodian for the County Board and for any committees, commissions, boards or authorities created by ordinance or resolution of the County Board.
- (3) For every authority not specified in subs. (1) or (2) of this section, the authority's chief administrative officer is the legal custodian for the authority, but the officer may designate an employee of his staff to act as the legal custodian.
- (4) Each legal custodian shall name a person to act as legal custodian in his absence or the absence of his designee. This subsection does not apply to members of the County Board.
- (5) The designation of a legal custodian does not affect the powers and duties of an authority under this subchapter.

### **1.32 - PUBLIC ACCESS TO RECORDS**

- (1) Except as provided in §1.34, any person has a right to inspect a record and to make or receive a copy of any record as provided in §19.35(1), Wis. Stats.
- (2) Records will be available for inspection and copying during all regular office hours.
- (3) If regular office hours are not maintained at the location where records are kept, the records will be available for inspection and copying upon at least 48 hours advance notice of intent to inspect or copy.
- (4) Each authority shall provide any person who is authorized to inspect or copy a record which appears in written form under §19.35(1)(b), Wis. Stats., or any person who is authorized to and requests permission to photograph a record, the form of which does permit copying under §19.35(1)(f), Wis. Stats., with facilities comparable to those used by its employees to inspect, copy and abstract the record during established office hours. An authority is not required by this subsection to purchase or lease photocopying, duplicating, photographic, or other equipment or to provide a separate room for the inspection, copying or abstracting of records.

- (5) The legal custodian may require supervision during inspection or may impose other reasonable restrictions on the manner of access to an original record if the record is irreplaceable or easily damaged.
- (6) Each authority shall impose a fee upon the requester of a copy of a record which may not exceed the actual, necessary and direct cost of reproduction and transcription of the record, unless a fee is otherwise specifically established or authorized to be established by law. Subject to the limitations of the preceding sentence, the cost of photocopying shall be \$0.10 per page. Such cost has been calculated not to exceed the actual, necessary and direct cost of reproduction.
- (7) Each authority shall impose a fee upon the requester of a copy of a record for the actual, necessary and direct cost of photographing and photographic processing if the authority provides a photograph of a record, the form of which does not permit copying.
- (8) Except as otherwise provided by law or as authorized to be prescribed by law, an authority shall impose a fee upon a requester for locating a record, not exceeding the actual, necessary and direct cost of location, if the cost is \$50 or more.
- (9) Each authority shall impose a fee upon a requester for the actual, necessary and direct cost of mailing or shipping of any copy or photograph of a record which is mailed or shipped to the requester.
- (10) An authority may provide copies of a record without charge or at a reduced charge where the authority determines that waiver or reduction of the fee is in the public interest.
- (11) Each authority shall require prepayment by a requester of any fee or fees imposed under this subsection if the total amount exceeds \$5.
- (12) Under §19.34, Wis. Stats., and the guidelines therein listed, each authority shall adopt, prominently display and make available for inspection and copying at its offices, for the guidance of the public, a notice containing a description of its organization and the established times and places at which the legal custodian from whom and the methods whereby the public may obtain information and access to records in its custody, make requests for records or obtain copies of records, and the costs thereof. Each authority shall also prominently display at its offices, for the guidance of the public, a copy of this section. This subsection does not apply to members of the County Board.

### **1.33 - ACCESS PROCEDURES**

- (1) A request to inspect or copy a record shall be made to the legal custodian. A request shall be deemed sufficient if it reasonably describes the requested record or the information requested. However, a request for a record without a reasonable limitation as to subject matter or length of time represented by the record does not constitute a sufficient request. A request may be made orally, but a request must be in writing before an action to enforce the request is commenced under §19.37, Wis. Stats. Except as provided below, no request may be refused because the person making the request is unwilling to be identified or to state the purpose of

the request. No request may be refused because the request is received by mail, unless prepayment of a fee is required under §1.32. A requester may be required to show acceptable identification whenever the requested record is kept at a private residence or whenever security reasons or federal law or regulations so require.

- (2) Each authority, upon request for any record, shall, as soon as practicable and without delay, either fill the request or notify the requester of the authority's determination to deny the request in whole or in part and the reasons therefor. If the legal custodian, after conferring with the County Corporation Counsel, determines that a written request is so general as to be unduly time consuming, the party making the request may first be required to itemize the request in a manner which would permit reasonable compliance.
- (3) A request for a record may be denied as provided in §1.34. If a request is made orally, it may be denied orally unless a demand for a written statement of the reasons denying the request is made by the requester within 5 business days of the oral denial. If a written request is denied in whole or in part, the requester shall receive a written statement of the reasons for denying the request. Every written denial of a request shall inform the requester that if the request for the record was made in writing, the determination is subject to review by mandamus under §19.37(1), Wis. Stats., or upon application to the Attorney General or a district attorney.

#### **1.34 - LIMITATIONS ON RIGHT TO ACCESS**

- (1) As provided by §19.36, Wis. Stats., the following records are exempt from inspection under this section:
  - (a) Records specifically exempted from disclosure by State or federal law or authorized to be exempted from disclosure by State law.
  - (b) Any record relating to investigative information obtained for law enforcement purposes if federal law or regulations require exemption from disclosure or if exemption from disclosure is a condition to receipt of aids by the State.
  - (c) Computer programs, although the material used as input for a computer program or the material produced as a product of the computer program is subject to the right of examination and copying, except as otherwise provided by §19.35(1), Wis. Stats., or this chapter.
  - (d) A record or any portion of a record containing information qualifying as a common law trade secret.
- (2) As provided by §43.30, Wis. Stats., public library circulation records are exempt from inspection under this section.
- (3) In responding to a request for inspection or copying of a record which is not specifically exempt from disclosure, the legal custodian, after conferring with the Corporation Counsel, may deny the request, in whole or in part, only if he determines the harm to the public interest resulting from disclosure would outweigh

the public interest in full access to the requested record. Examples for which disclosure may be refused include, but are not limited to, the following:

- (a) Records obtained under official pledges of confidentiality which were necessary and given in order to obtain the information contained in them.
  - (b) Records of current deliberations after a judicial or quasi-judicial trial or hearing.
  - (c) Records of current deliberations concerning employment, dismissal, promotion, demotion, compensation, performance or discipline of any County officer or employee or the investigation of charges against a County officer or employee, unless such officer or employee consents to such disclosure.
  - (d) Records concerning current strategy for crime detection or prevention.
  - (e) Records of current deliberations or negotiations on the purchase of County property, investing of County funds or other County business whenever competitive or bargaining reasons require nondisclosure.
  - (f) Records concerning consideration of financial, medical, social or personal histories or disciplinary data of specific persons which, if disclosed, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such history or data.
  - (g) Communications between legal counsel for the County and any officer, agent or employee of the County, when advice is being rendered concerning strategy with respect to current litigation in which the County or any of its officers, agents or employees is or is likely to become involved or communications which are privileged under §905.03, Wis. Stats.
- (4) If a record contains information that may be made public and information that may not be made public, the custodian of the record shall provide the information that may be made public and delete the information that may not be made public from the record before release. The custodian shall confer with the Corporation Counsel prior to releasing any such record and shall follow the guidance of the Corporation Counsel when separating out the exempt material. If in the judgment of the custodian and the Corporation Counsel there is no feasible way to separate the exempt material from the nonexempt material without unreasonably jeopardizing nondisclosure of the exempt material, the entire record shall be withheld from disclosure.

### **1.35 - DESTRUCTION OF RECORDS**

No authority may destroy any record at any time after the receipt of a request for inspection or copying of the record under §19.35(1), Wis. Stats., until after the request is granted or until at least 60 days after the date that the request is denied. If an action is commenced under §19.37, Wis. Stats., the requested record may not be destroyed until after the order of the court in relation to such record is issued and the deadline for appealing that order has passed or, if appealed, until after the

order of the court hearing the appeal is issued. If the court orders the production of any record and the order is not appealed, the requested record may not be destroyed until after the request for inspection or copying is granted.

### **1.36 - RESPONSIBILITIES OF ELECTED OFFICIALS**

No elected official is responsible for the record of any other elected official unless he has possession of the record of that other official.

### **1.37 - RECORDS MANAGEMENT AND RETENTION**

- (1) **DECLARATION OF POLICY.** The creation and upkeep of records by the agencies and departments of Pepin County requires the establishment of policies to regulate the maintenance, retention and disposal of records. The purpose of this document is to establish a County record retention schedule and authorize description of county records pursuant to a uniform schedule. Record Custodians may destroy a record prior to the time set forth in the schedule only if such a record has been reproduced as an original record pursuant to §16.61(1.7) or §16.61(2), Wis. Stats. Any records not covered by this chapter or any other regulation or law shall be retained 7 years unless the record is added by amendment to this schedule and the State Public Records Board approves the shorter period.
- (2) **SHORT TITLE.** This ordinance shall be known and cited as the "Records Management and Retention Ordinance of Pepin County."
- (3) **HISTORICAL RECORDS.** The State Historical Society of Wisconsin (SHSW) has waived the required statutory 60-day notice under §19.21(5)(d), Wis. Stats., for any record marked "W". SHSW must be notified prior to destruction of any record marked "N". Notice is also required for any record not listed in this ordinance. "N/A" indicates not applicable and applies to any county record designated for permanent retention.
- (4) **DEFINITIONS.**  
Legal custodian means the individual responsible for maintaining records pursuant to §19.33, Wis. Stats.  
Record is defined in §19.32(2), Wis. Stats.
- (5) **TERMS AND ABBREVIATIONS.** The following terms and abbreviations are used in the records retention schedule:  
AT: After termination  
C: Confidential  
CR: Creation or receipt (typically the retention is calculated from the creation or receipt of a record, plus the designated number of years)  
EVT: Event (typically the retention is calculated from an event, such as the close of a case or end of the project, plus the designated number of years)

FIS: Fiscal (meaning the current fiscal year and the designated number of years)

N: Notify WHS before destruction

N/A: Not applicable

P: Permanent

PII: Personally Identifiable Information

S: Until superseded

W: Waived Notification

WHS: Wisconsin Historical Society

WPRB: Wisconsin Public Records Board

- (6) **RETENTION OF RECORDS.** The following records are maintained by the various departments in the county and are subject to uniform regulation unless otherwise specified. Unless specifically waived by them, the SHSW must receive written notice at least 60 days prior to the destruction of the following records pursuant to §19.21(5)(d). The retention period and authority for each record is as follows:

**1. GENERAL RECORDS**

GENERAL SCHEDULES			
RECORD	RETENTION	AUTHORITY	W- N- N/A
Accounts Payable (and supporting documents)	CR + 7 years		W
Accounts Receivable (and supporting documents)	CR + 3 years		W
Accrued Paid Leave Credit	S		W
Agendas	CR + 1 year		W
Agreements	7 years after last effective date thereof	§59.52(4)(a)10, Wis. Stats.	W
Annual Reports	CR + 3 years		N
Any record subject to audit, claim, or litigation.	Until permission to destroy is obtained from Corporation Counsel		
Artwork/Print Masters	S		W

As-Built Drawings	Life of Project		N
Audit (external)	CR + 7 years		W
Audit (internal)	S		W
Bank Deposits	CR + 7 years		W
Bank Statements/Reconciliations	CR + 7 years	§59.61, Wis. Stats.	W
Boilerplate Forms	S		W
Blueprints (county facilities)	S		W
Budget (county)	CR +3 years		W
By-Laws	S		W
Calendars	S		W
Cash Register Tapes	CR + 7 years		W
Chart of Accounts (Object Codes)	CR + 3 years		W
Checks (cancelled/voided)	*CR + 7 years	§59.52(4)(a)16, Wis. Stats.	W
Checks (duplicates, registers and/or logs)	CR + 7 years		W
Citations (copies)	CR + 2 years		W
Claims Made (general liability and property damage)	EVT + 3 years: EVT = Closure		W
Claims Paid (general liability and property damage)	EVT + 3 years; EVT = Payment	§59.52(4)(a)9, Wis. Stats.	W
Code of Ethics (county)	S		W
Computer Printouts	S		W
Construction Plans (county facilities)	Life of Structure		N
Continuity of Operation (CCOP Plans)/Continuity of Government (COG) Plans	S		W
Contracts	7 years after last effective date thereof	§59.52(4)(a)10, Wis. Stats.	
Correspondence (general)	CR + 3 years		W
Directory Information	S		W
Fixed Assets	EVT + 1 year; EVT = Disposition		W

Fund Transfers	FIS + 4 years		W
Grant Information (application, denial, award, agreement, financial reports, and supporting documentation)	EVT + 4 years; EVT = Notification of Denial or Grant Completion		W
Indexes	S		W
Insurance Policies (to which the county is a party)	7 years after last effective date thereof	§59.52(4)(a)10, Wis. Stats.	W
Inventories (equipment and furnishings)	S		W
Invitations to Bid/Requests for Proposal	7 years after completion of the work	§59.52(4)(a)10, Wis. Stats.	W
Journal Entries/General Ledger	FIS + 4 years		N
Leases	7 years after last effective date thereof	§59.52(4)(a)10, Wis. Stats.	W
Ledger Card Reports, EOM (BAS)	S		W
Ledger Card Reports, EOY (BAS)	S		W
Legal Opinions	Permanent		W
Mailing Lists	S		W
Maintenance Service Request Form	EVT: EVT = Project Completion		W
Manual Warrants	CR + 1 year		W
Manuals (equipment)	Life of Asset		W
Master Project Files	CR + 20 years		W
Material Safety Data Sheets	EVT + 30 years: EVT = Date substance received	§101.583(1)(a), Wis. Stats.	W
Minutes (commissions, committees and boards)	CR + 3 years		N
Ordinances and Resolutions (enacted/adopted)	S		N
Organizational Charts	S		W
Payment Vouchers	FIS + 4 years		W
Payroll Records	CR + 3 years		W
Personnel (expenses)	S		W

Personnel (files)	EVT + 7 years: EVT = Separation from employment		W
Personnel (grievances)	EVT + 7 years: EVT = Case closed		W
Personnel (job descriptions)	S		W
Personnel (performance evaluations)	EVT + 7 years: EVT = Separation from employment		W
Personnel (recruitment and selection)	1 year from date of personnel action		W
Policy and Procedures Manual	S		W
Professional Affiliations/Associations	S		W
Purchase Orders	S		W
Purchase Requisitions	S		W
Receipts (Clerk's copy of Treasurer's)	CR + 4 years; or until audited, whichever is earlier	§59.52(4)(a)(12), Wis. Stats	W
Receipts (general)	CR + 1 year	§59.52(4), Wis. Stats	W
Receipts (money collected or received)	CR + 3 years: or until audited, whichever is earlier	§59.61(1), Wis. Stats.	W
Records Management Findings and Recommendations Report	S		W
Records Retention Schedules	S		W
Reference Materials (books, magazines, pamphlets, brochures, newsletters, etc.)	S		W
Reports (routine)	S		W
Service Receipts	CR + 2 years		W
Strategic Plan (county)	S		W
Studies - final draft	CR + 7 years		N
Supply Orders	EVT: EVT = Order filled, invoiced, and paid		W

Surveillance Recordings (facility/non-evidentiary)	CR + 121 Days	§893.80, Wis. Stats.	W
Survey	CR + 3 years		W
Telephone Logs/Message Slips/Voice Mail	S		W
Telephone Service Request Form	EVT: EVT = Project Completion		W
Tickler Files (follow-up)	S		W
Tracking Records (activity)	CR + 1 year		W
Training	S		W
Vendor Information	S		W
Vouchers/Order Register	*CR + 7 years		W
Warranty Records	Life of asset or end of warranty, whichever occurs first		W
Worker's Compensation Claims	EVT + 12 years: EVT = Later of injury, claim or closure	Ch. 102, Wis. Stats.	W
* Time reduced to 2 years if the original records are maintained in the Clerk or Treasurer's office.			

## 2. ADMINISTRATIVE/HUMAN RESOURCE RECORDS

RECORD	RETENTION	AUTHORITY	W- N- N/A
Individual employee personnel files (e.g., application/resume, internal posting/promotions, job offer letters, education transcripts, references, I-9 forms, Employee handbook signature cards, copies of released verification of employment forms, letter of resignation, exit interview, unemployment claims)	7 years after termination		W
Performance reviews (including rebuttals), Documentation of	4 years except where a charge of discrimination		W

performance problems (disciplinary action), Status change forms, commendations, Attendance records	has been filed, personnel records relevant to a charge or action shall be retained until final disposition of the charge or [action]		
Department training record	7 years		W
Workers Compensation and Liability Claims	12 years		W
EEO-4 reports	7 years		W
Union contracts and grievance, mediation and arbitration records	Permanent		N/A
Directives and policies	7 years after being updated or terminated		W

### 3. CHILD SUPPORT RECORDS

RECORD	RETENTION	AUTHORITY	W-N-N/A
Expenditure and supporting documentation	7 years	45 CRF 74.20—74.24	W
Statistical reports and supporting documentation	7 years	45 CRF 74.20—74.25	W
Client/case records including client/attorney information	7 years after closure		W
Records of required client notification	7 years	45 CRF 74.20—74.25	W

### 4. CORPORATE COUNSEL RECORDS

RECORD	RETENTION	AUTHORITY	W-N-N/A
Case files, litigation	EVT + 3 years: EVT = Closure or when appeal time has run, whichever is longer or per SCR		W

Case files, non-litigation	CR+3 years		W
Lawsuits and Habeas Corpus	EVT + 3 years: EVT = Closure or when appeal time has run, whichever is longer or per SCR		W
Legal Opinions	Permanent		P
Liability Claims	EVT + 7 years: EVT = Expiration		W

## 5. COUNTY CLERK RECORDS

RECORD	RETENTION	AUTHORITY	W- N- N/A
Administration			
Apportionment maps	Until next apportionment	§59.03	W
Claims paid by county and supporting papers	CR + 7 years or until audited, whichever is earlier	§59.52(4)	W
Consolidation of counties: order for referendum or special election regarding	CR + 7 years	§59.08(7)	W
County officers: appointment of	CR + 7 years	§§59.25(2), 59.23(1), 17.21(6)	W
County zoning ordinance: petition for amendment of	CR + 7 years	§59.69(5)	W
Farmland preservation agreements: application	CR + 7 years	§91.13(1)	W
Forest products: notice of cutting forest products	CR + 7 years	§26.03(1)(a)	W
Legislative documents, copies of	Retain until superseded by published statutes	§35.85(11)	W
Oaths of office: county officers	CR + 7 years	§§59.23(2), 59.52(4)	W
Officers: town, city and village certified to county clerk	After date of expiration of term listed	§59.52(4)	N
Official bonds: county officers	CR + 6 years	§§59.17(14)(b), 59.52(4)	W

Publications fees	CR + 7 years	§985.065(2)(d)	W
Removals from office; testimony and proceedings	CR + 7 years	§17.16(8)(c)	N
Resignation of public officers	CR + 7 years	§17.01(5), (7)	W
Resolutions: agricultural use zoning ordinance	CR + 7 years	§91.73(3)	W
Town: order establishing a new town	CR + 7 years	§59.23(k)	N
Town: record of any alteration of boundaries or organization of town	CR + 7 years	§59.23(k)	N
Writs of certiorari	CR + 7 years	§753.04	W
County Board			
County board committee proceedings	CR + 7 years	n/a	N
County board meeting notices	CR + 7 years	§59.11	W
County board ordinances	CR + 7 years	n/a	N
Statistical report of county clerk to county board	CR + 2 years	n/a	N
Elections			
Absentee certificate-affidavit envelopes	90 days after date of local election and 22 months after Federal election	§7.23	W
All other election materials and supplies	90 days after date of local election and 22 months after Federal election	§7.23(1)(k)	W
Ballots, Federal	22 months after election	§7.23(1)(f)	W
Ballots, non-Federal	30 days after election	§7.23(1)(h)	W
Certificate of election	CR + 7 years	§7.60(6)	W
Certified lists of all candidates on file	90 days after date of local election and 22 months after Federal election	§7.08(2)(a)	W
Election notices (types A-E and special elections), proofs of publication and correspondence	1 year after date of local election and 22 months after Federal election,	§7.23(1)(j)	W

	unless contested, then by court order		
Election returns including inspector's statements, tally sheets, lists and envelopes	90 days after day of local election and 22 months after Federal election	§§7.23(1), 7.51(5)	W
Election supplies	90 days after date of local election and 22 months after Federal election	§7.10(1)(a)	W
Federal elections records other than registration cards	22 months after day of election	§7.23(1)(f)	W
Financial registration statements	6 years after date of termination of registrant	§7.23(1)(d)	W
Financial campaign reports	6 years after date of receipt	§7.23(1)(d)	W
Nomination papers for political party committee man or woman	90 days after date of election	§7.23(k)	W
Nomination papers—County offices, 1940 and after	90 days after date of election	§7.23(k)	W
Official canvasses including statements and determinations for local elections	10 years after date of election	§7.23(1)(i)	W
Official canvasses: votes cast for state and national offices	10 years after date of election	§7.23(1)(i)	W
Recount fee record	CR + 7 years	§9.01(1)(ag)4	W
Registration and poll lists; non-partisan elections, 1940 and after	2 years after election	§7.23(1)(f)	W
Registration and poll lists; partisan elections, 1940 and after	4 years after election	§7.23(1)(f)	W
Registration and voting statistics	90 days after date of local election and 22 months after Federal election	§6.275(1)	N
Sample ballots	22 months after federal election and 30 days after non-federal election	§5.66(2)	W
Licenses			
Dog license fee records, reports	3 years provided the records have been audited	§174.08	W

Dog licenses and tags: related records	CR + 2 years	§174.07	W
Dog licenses: town and municipal treasurers' records of licenses sold and issued	CR + 3 years	§59.52(4)	W
Dogs: list of, kept in assessment district	CR + 2 years	§174.06(7)	W
Hunting, trapping, fishing licenses and other approvals	CR + 3 years	§§29.09, 29.09(6)	W
License fee records: hunting, trapping, fishing	3 years provided the records have been audited	§29.09(7)(a)	W
Livestock: claims for damage by dogs	CR + 7 years	§174.11(1)	W
Marriage license applications and supporting papers	CR + 10 years	§59.52(4)	W
Marriage license docket	CR+ 7 years	§765.20	W
Marriage license receipts and records	CR + 7 years	§59.07(90) (Milw. Co. only), §765.15	W
Marriage of underage persons, consent of guardian	CR + 7 years	§765.02 (2)	W
Notice of stray animals	CR + 2 years	§170.02	W
Social Services			
Soldiers graves: record for the care of	CR + 7 years	§45.185(2)	W
Veterans service commission: individual members' surety bond	CR + 7 years	§45.12(2)	W
Taxes			
Apportionment of county taxes: record of	CR + 7 years	§70.63(1)	W
Illegal tax certificates charged back to local tax districts	3 years after charging back	§59.52(4)	W
Notice of application for tax deed: affidavits related to	CR + 7 years	§75.12(3)	W
Notices of application for taking of tax deeds and certification of	CR + 15 years	§59.52(4)	W

non-occupancy, proofs of service and tax certificates filed			
Tax apportionment notices sent to local taxing districts: copies	CR + 3 years	§59.52(4)	W
Tax apportionment: notices from Secretary of State	CR + 3 years	§59.52(4)	W
Tax deeds	CR + 7 years	§75.16	N/A
Tax deeds: cancellation of	CR + 7 years	§75.23	W
<b>General</b>			
Any record subject to litigation, claim, audit or other action	Until permission to destroy obtained from corporation counsel	n/a	W
Cancelled checks	CR + 7 years	§59.52(4)	W
Correspondence	CR + 3 years	n/a	W
Financial records	n/a	n/a	N

## 6. COUNTY TREASURER RECORDS

RECORD	RETENTION	AUTHORITY	W-N-N/A
Accounts payable: detail listing and check register (copies)	CR + 3 years	-	W
Appraisals, county-owned property	CR + 7 years	-	W
Assessments: certified special assessment roll	Destroy after assessment collected or 7 years, whichever is longer	-	W
Assessments, real property	CR + 7 years	-	N
Assessments: statement of new special assessments	Cr + 5 years	-	W
Assessments: special assessment payment register	Destroy after all assessments collected	-	W

	or 7 years, whichever is longer		
Audit letters	CR + 3 years	-	W
Balancing reports	CR + 3 years	-	W
Bank credit/debit notices	1 year after audit	-	W
Bank reconciliation	3 years after audit	-	W
Bank statements	CR + 7 years	-	W
Bankruptcies	CR + 7 years until superseded	-	W
Cash books, daily	FIS + 3 years provided audit is complete	-	W
Cash drawer reconciliation	1 year after audit	-	W
Check register	CR + 7 years	-	W
Checks, cancelled	CR + 7 years	§59.52(4)	W
Checks, outstanding	CR + 7 years	-	W
Correspondence, general	CR + 3 years	-	W
Deposit tickets and books	1 year after audit	-	W
Discontinued tax key numbers	Permanent	-	N/A
Journal entries, resolutions, cash receipts, treasurer's cash	CR + 3 years	-	W
Lottery cards, signed	4 years, including credit year	Administrative Code §20.15(5)	W
Probate fees report	CR + 7 years	-	W
Receipts: general and settlement	CR + 7 years	§59.52(4)	W
Sale assessments	CR + 7 years	-	W
Suit tax, monthly	CR + 15 years	-	W
Tax deeds, foreclosure	CR + 15 years	§§75.19, 75.195	W
Tax receipts	CR + 15 years	§59.52(4)	W

Tax rolls, municipal	CR + 7 years	§59.52(4)	N
Tax sales records, including sale of tax deeded lands	7 years	§75.35	Notify for records prior to 1940. Waived for 1940 records and after.
Wires, bank	7 years	-	W

**7. COURTS.** All records maintained by the Clerk of Court, Register in Probate, Juvenile court or Juvenile Intake Office relating to Juvenile Court matters, and the Family Court Commissioner shall be retained in compliance with Supreme Court Rules Chapter 72. Records not specified therein of a general countywide nature should be retained pursuant to section 1, General Records, of this Ordinance.

### 8. DISTRICT ATTORNEY AND VICTIM WITNESS

RECORD	RETENTION PERIOD	AUTHORITY	W- N- N/A
Breathalyzer Unit Certification	S	§978.07(1)(d)	W
Check Complaints	EVT		W
Check Ledger Cards	CR + 7 years		W
Civil Cases	EVT + 3 years: EVT = Commencement of Action	§978.07(1)(a), (1)(b)	N
DNR (Department of Natural Resources) Citations	EVT		W
Felony or Related Cases	EVT + 10 years: EVT = Case closed or Mandatory release date reached; whichever is later	§978.07(1)(c)3	N
Felony or Related Cases Punishable by a Maximum Period of Imprisonment Equal to At Least 20 Years	EVT + 20 years: EVT = Released or paroled; whichever is later	§978.07(1)(c)2	N
Felony or Related Cases Punishable by Life Imprisonment (aka Homicide)	EVT + 50: Released or paroled; whichever is later	§978.07(1)(c)1	N
Grant Reimbursement Proposals (Victim Witness)	CR + 10		W

Juvenile Cases - JV / Juvenile Delinquency	EVT + 10: EVT = Juvenile's 17th Birthday	SCR 72.03(2)	W
Juvenile Consumption Files	EVT + 6: EVT = Final Judgment	SCR 72.03(2)	W
Juvenile DNR Citations	EVT + 6: EVT = Final Judgment	SCR 72.03(2)	W
Juvenile Municipal Citations	EVT + 3: EVT = Final Judgment	SCR 72.03(2)	W
Juvenile Truancy Violations / Citations	EVT + 6: EVT = Final Judgment	SCR 72.03(2)	W
Misdemeanor Cases	EVT + 3: EVT = Commencement of Action	§978.07(1)(a), (1)(b)	W
Ordinance Violations	EVT + 3: EVT = Commencement of Action		W
Parking Citations	EVT + 3: EVT = Commencement of Action	§978.07(1)(b)	W
Search Warrants	EVT + 6: EVT = Filed with Court	SCR 72.01(27)	W
Subpoena Duces Tecum	S		W
Traffic Cases	EVT + 3: EVT = Commencement of Action	§978.07(1)(b)	W
Trust Account Audits, Monthly	EVT + 6: EVT = Case Related	SCR 20(1-15) and §757.293(2)	W
Vacation Schedule, Police Officers	S		W
Vehicle Seizures	EVT + 3: EVT + Date of Seizure	§978.07(b)	W
Victim/Witness Card Files	EVT + 6: EVT = Case Closed	§978.07(3)(d)	W
Victim/Witness Cases	EVT + 6: EVT = Case Closed	§978.07(3)(d)	W
Victim/Witness Statistics Sheet, Closed	EVT + 6: EVT = Case Closed	§978.07(3)(d)	W
Victim/Witness Volunteers and Schedules	S		W

## 9. EMERGENCY MANAGEMENT RECORDS (CH. 323, WIS. STATS.)

RECORD	RETENTION PERIOD	AUTHORITY	W-N-N/A
Claims Arising During State of Emergency	CR + 121 days	§§257.03, 893.82, Wis. Stats.	W
Declaration of Emergency (Proclamation, Resolution and/or Ordinance)	CR + 7 years	§§323.11, 323.14(4), Wis. Stats.	W
Emergency Management Plan	S	§323.14(1), Wis. Stats.	W
Emergency Planning Grants	CR + 7 years	§323.61, Wis. Stats.	W
Hazardous Substance Information	CR + 7 years	§323.60, Wis. Stats., C.E.R.C.L.A., E.P.C.R.A., S.A.R.A.	W
Local Emergency Planning Committee	S	§59.54(8), Wis. Stats.	W
Mutual Assistance - State of Emergency	CR + 7 years	§66.0314(1)(a), Wis. Stats.	W

## 10. FINANCE RECORDS

RECORD	RETENTION PERIOD	AUTHORITY	W-N-N/A
Audit reports	CR + 7 years	n/a	N
Accounts Payable (and supporting documents)	CR + 7 years		W
Accounts Receivable (and supporting documents)	CR + 3 years		W
Annual Reports	CR + 3 years		N
Any record subject to audit, claim, or litigation.	Until permission to destroy is obtained from Corporation Counsel		
Audit (external)	CR + 7 years		W

Audit (internal)	S		W
Budget (county)	CR + 3 years		W
Chart of Accounts (Object Codes)	CR + 3 years		W
Checks (duplicates, registers and/or logs)	CR + 7 years		W
Computer Printouts	S		W
Continuity of Operation (CCOP Plans)/ Continuity of Government (COG) Plans	S		W
Contracts	7 years after last effective date thereof	§59.52(4)(a)10, Wis. Stats.	
Correspondence (general)	CR + 3 years		W
Fixed Assets	EVT + 1 year; EVT = Disposition		W
Fund Transfers	FIS + 4 years		W
Grant Information (application, denial, award, agreement, financial reports, and supporting documentation)	EVT + 4 years; EVT = Notification of Denial or Grant Completion		W
Inventories (equipment and furnishings)	S		W
Journal Entries/General Ledger	FIS + 4 years		N
Legal Opinions	Permanent		W
Material Safety Data Sheets	EVT + 30 years: EVT = Date substance received	§101.583(1)(a), Wis. Stats.	W
Payment Vouchers	FIS + 4 years		W
Receipts (general)	CR + 1 year	§59.52(4), Wis. Stats	W
Receipts (money collected or received)	CR + 3 years: or until audited, whichever is earlier	§59.61(1), Wis. Stats.	W
Reports (routine)	S		W
Vendor Information	S		W
Vouchers / Order Register	*CR + 7 years		W
Balancing Report	FIS + 4 years		W

Bond and Coupon Records Book, general obligation bonds	EVT + 30 years: EVT = Bond issue expiration or following payment of all outstanding matured bonds, notes, coupons, whichever is later		W
Canceled Bonds, Coupons, and Promissory Notes	EVT: EVT = Audited		W
General Ledger	FIS + 7 years		N
General Ledger, Trial Balance	FIS + 7 years		W
Treasurer Cash	FIS + 7 years		W
Unemployment Compensation Payment Records	FIS + 3 years		W

## 11. HEALTH DEPARTMENT/NURSING SERVICE RECORDS

RECORD	RETENTION PERIOD	AUTHORITY	W- N- N/A
Administrative			
Mission Statement, Philosophy, Purpose	CR + 7 years	§19.21, Wis. Stats.	W
Agency Evaluations	CR + 7 years	§19.21, Wis. Stats.	W
Agency Goals, objectives, short and long term strategic plans	CR + 7 years	§19.21, Wis. Stats.	W
Audit Reports, Vendor	CR + 7 years		W
Job Descriptions, Other Personnel Records	CR + 7 years	§19.21, Wis. Stats.	W
Incident/Injury Reports	CR + 7 years	§19.21, Wis. Stats.	W
Inventories, facility and equipment	CR + 7 years	§19.21, Wis. Stats.	W
Inventory, or non-expendable personal property	EVT + 7 years: EVT = Property disposed of	§19.21, Wis. Stats.	W
Daily Activities Report	CR + 7 years	§19.21, Wis. Stats.	W
Fiscal Records, Billing, Budget	CR + 7 years	§19.21, Wis. Stats.	W

Grants	EVT + 4 years; EVT = Notification of Denial or Grant Completion		
Taped Meeting Minutes	90 days after approval	§19.21, Wis. Stats.	W
Meeting Agendas/Minutes	CR + 7 years	§19.21, Wis. Stats.	W
Annual Reports	Permanent		
General Correspondence	CR + 7 years		
W.I.C.	3 full fiscal years plus 150 days	7 CFR 246.25	
Client/Family Care			
Birth Certificate Information	EVT + 1 year: EVT = Receipt of Copy	§69.20(3), Wis. Stats.	W
Client Record/Patient Care: Adult	CR + 7 years	§19.21, Wis. Stats.	W
Client Record/Patient Care: Minor	EVT + 5 years: EVT = Minor reaches 18 years of age	§19.21, Wis. Stats.	W
Family Care Record: Adult	CR + 7 years	§19.21, Wis. Stats.	W
Family Care Record: Minor	EVT + 5 years: EVT = Minor reaches 18 years of age	§19.21, Wis. Stats.	W
Health Check/Well Child: Adult	CR + 7 years	§19.21, Wis. Stats.	W
Health Check/Well Child: Minor	EVT + 5 years: EVT = Minor reaches 18 years of age	§19.21, Wis. Stats.	W
Home Care Record	EVT + 6 years: EVT = The month the cost report is filed with the intermediary, maintain even if program is discontinued		W
Short Term Record: Adult	CR + 7 years	§19.21, Wis. Stats.	W
Short Term Record: Minor	EVT + 5 years: EVT = Minor reaches 18 years of age	§19.21, Wis. Stats.	W
Care Coordination: Adult	CR + 7 years	§19.21, Wis. Stats.	W

Care Coordination: Minor	EVT + 5 years: EVT = Minor reaches 18 years of age	§19.21, Wis. Stats.	W
Communicable Disease			
Immunization Administration Record	Permanent	National Childhood Injury Act of 1986, §2125, PHS Act at 42 U.S.C. §300aa-25 (Supp. 1987)	N/A
Immunization Record: Adult	CR + 7 years	§19.21, Wis. Stats.	W
Immunization Record: Minor	EVT + 5 years: EVT = Minor reaches 18 years of age	§19.21, Wis. Stats.	W
Signature of Person to Receive Vaccine or Person Authorized to Make Request for Immunization: Adult	CR + 10 years		W
Signature of Person to Receive Vaccine or Person Authorized to Make Request for Immunization: Minor	EVT + 5 years: EVT = Minor reaches 18 years of age		W
Communicable Disease Outbreak Records [DOH 4142 (Rev. 8/860 and is complete DOH 9081] (Original to State Epidemiologist)	EVT: EVT = Investigation is complete		W
Communicable Disease Reports (4151) - Local Copy (Original to State Epidemiologist): Adult	CR + 7 years		W
Communicable Disease Reports (4151) - Local Copy (Original to State Epidemiologist): Minor	EVT + 5 years: EVT = Minor reaches 18 years of age		W
Community Education			
Curriculum	CR + 7 years		N
Educational Materials	CR + 7 years		N
Evaluation	CR + 7 years		N
Program Materials	CR + 7 years		N

Environmental Health			
Health Hazard Investigations	CR + 7 years		W
Licensed Establishments Inspection Reports	CR + 3 years		W
On-Site Waste	EVT: EVT = System is abandoned		W
Variance Approvals	Permanent		N/A
Water Sample Reports	CR + 7 years		W
Well/Septic Permits	EVT: EVT = System is abandoned		W

## 12. HIGHWAY/PUBLIC WORKS/PUBLIC LANDS RECORDS

RECORD	RETENTION PERIOD	AUTHORITY	W-N-N/A
Highway			
Drug and Alcohol Testing Records	CR + 2 years		W
Fuel Usage Records	CR + 2 years		W
Heavy Equipment and Vehicle Inventory Ledger	S		W
Machinery, time sheets	EVT + 1 year: EVT = Machinery is replaced		W
Permits	Permanent		N/A
State Gas Reports	CR + 3 years		W
Stock Control Records	CR + 2 years		W
Vehicle Maintenance Histories	Life of Vehicle		W
Vehicle Usage Reports	CR + 2 years		W
Public Works			
Contracts			
Affidavit of organization and authority, successful bidders	EVT + 7 years: EVT = Project completion		W
Affidavit of organization and authority, unsuccessful bidders	CR + 2 years		W

Bid Tabulations	EVT + 7 years: EVT = Project completion		W
Bidder's Proof of Responsibility, successful bidders	CR + 7 years		W
Bidder's Proof of Responsibility, unsuccessful bidders	CR + 2 years		W
Bids, successful	EVT + 7 years: EVT = Project completion		W
Bids, unsuccessful	CR + 2 years		W
Notice to Contractors, successful bidders	CR + 7 years		W
Notice to Contractors, unsuccessful bidders	CR + 2 years		W
Performance Bond	EVT + 7 years: EVT = Project completion		W
Public Lands and Roads			
Award of compensation pursuant to relocation orders	CR + 7 years	§32.05(7)(a)	W
Condemnation proceedings: assessments of benefits and damages made in	CR + 7 years	§27.065(2)(b)	W
Condemnation proceedings: publication of final determination as a class 2 notice	CR + 7 years	§27.065(6)(j)	W
County highways; acquisition of land, order and map; construction, statements and payroll	CR + 7 years	§§83.08(1), 83.04(4)	W
County highways; finding, determination, and declaration regarding controlled access	CR + 7 years	§83.027(1)	W
Flood works: petition for reports; notice of hearing	CR + 7 years	§§87.04 (1), 87.07(1)	W
Highway and road records, miscellaneous, before 1930	n/a	n/a	N
Highway jurisdiction maps	CR + 7 years	§86.302 (1)	W
Relocation orders	Retain latest revision for each project	§32.05(1)(a)	W
State trunk highways, county maps	CR + 7 years	§84.02(12)	N

Streets and parkways: adoption of grades and alterations	CR + 7 years	§27.065(3)	W
Town highways, petitions for immediate repair to culvert or bridge	CR + 7 years	§81.38(3)	W
Town highways: appropriations; appeals to county board	CR + 7 years	§§81.38(1), 88.83(4)	W

### 13. HUMAN SERVICES RECORDS

RECORD	RETENTION PERIOD	AUTHORITY	W- N- N/A
<b>Administrative</b>			
Agency Evaluations	CR + 7 years	§19.21	W
Agency Goals, objectives, short and long term strategic plans	CR + 7 years	§19.21	W
Incident / Injury Reports	CR + 7 years/EVT + 1 year: EVT = settlement		W
Inventories, facility and equipment	CR + 7 years	§19.21	W
Mission Statement, Philosophy, Purpose	CR + 7 years	§19.21	W
Program Policies and Procedures	CR + 7 years	§19.21	W
<b>Fiscal</b>			
Fiscal Records, Billing	EVT + 90 days: EVT = Approval and publication	§19.21	W
Grants	EVT + 7 years: EVT = Disposal of property	§19.21	W
Inventory, non-expendable personal property	CR + 7 years	§19.21	W
Ch. 49 case records and other materials of all public assistance kept as required	If no payments have been made for at least 3 years and a face sheet and financial record or payments for each aid account are preserved in accordance with rules adopted by DHSS, set out below	§59.42(4)(a)18., Wis. Stats.	N

<p>a. Open Public Assistance Case Records:</p> <p>(1) All data forms: case determination sheets worksheets; medical assistance certification sheets; sheets which document the verification of changeable items, such as income or health status; correspondence to and from applicants and recipients; and any other document needed to support income maintenance agency decisions</p> <p>(2) Sheets which document the verification of unchangeable items, such as social security numbers, birth dates, and citizenship</p> <p>(3) Financial record for all payments not on file in CRN</p>	<p>(1) EVT: EVT = Most recent 6 year period</p> <p>(2) As long as case is open</p> <p>(3) As long as case is open</p>	<p>Ch. DCF 121 Wis. Adm. Code</p>	<p>W W</p>
<p>b. Closed Public Assistance Cases and Denied Cases:</p> <p>(1) records specified in 1.a(1) above</p> <p>(2) Most recent data form, records specified in 1.a(2) above and materials relating to any lack of cooperation on the part of the recipient</p> <p>(3) Most recent data form and record specified in 1.a(3) above</p>	<p>(1) EVT + 3: EVT = Closed</p> <p>(2) EVT + 6: EVT = Closed</p> <p>(3) EVT + 3: EVT = Date of Denial</p>	<p>Ch. DCF 121 Wis. Adm. Code</p>	<p>N N W</p>
<p>Fraud Referral Records</p>			
<p>a. Unfounded</p>	<p>EVT + 3 years: EVT = Determination Decision**</p>	<p>Ch. DCF 121 Wis. Adm. Code</p>	<p>W</p>
<p>b. Founded - referred to D.A.</p>	<p>EVT + 7 years: EVT = Determination Decision**</p>	<p>Ch. DCF 121 Wis. Adm. Code</p>	<p>W</p>
<p>c. Founded - other</p>	<p>EVT + 5 years: EVT = Determination Decision**</p>	<p>Ch. DCF 121 Wis. Adm. Code</p>	<p>W</p>
<p>Third-party recovery records</p>	<p>EVT + 1 year: EVT = Case Closed**</p>		<p>W</p>
<p>** Recommend microfilming essential information</p>			

JOB participant records	EVT + 7 years: EVT = Last date of JOB eligibility, therefore closed	DHSS Admin. Memo 94 18	W
Social Service Case File			
a. State Required Case Documentation; initial contact sheet; notice of agency action; social services narrative; financial information; any other records documenting client eligibility and activity	EVT + 3 years: EVT = Case Closed	DHSS Memo 82-1A	W
b. State Required and County Developed Case Documentation; assessment; or diagnostic forms; records and narratives; social and medical histories; copies of court reports pertinent to case; release of information forms; client or service agreements; forms and documentation of eligibility or financial status	EVT + 3 years: EVT = Case Closed	DCS Memo 92-12	W
c. Social Service Records for Cases Opened for Services; applications; referral actions not resulting in case opening; miscellaneous requests and correspondence about individual clients from consumer and other agencies which do not result in case opening	EVT + 1 year: EVT = Final action/Determination	DCS Memo 92-12	W
Protective Payee	EVT + 7 years		W
Case Management Files	EVT + 7 years		W
Payee Miscellaneous Documents	EVT + 3 months: EVT = Audited		W
Child-Placing Agency			
a. Register, identifying information about children accepted for service or placement	Permanent	HSS 54.05(2)(a)1	N/A

b. Individual Case Records for each child served and his/her family	EVT + 7 years: EVT = Case closed	§868.01(3)	W
c. Individual Foster Home Records for each foster home used by the agency, which includes signed applications and agreements	CR + 7 years		W
d. Individual Records of Studied Adoptive Applicants	CR + 7 years		W
e. Licensing and Certification Records for In-Home and Family Day Care; adult family homes; foster homes; and group foster homes for children; application or other request forms; inspection and observation check lists; Correspondence; other documentation relating to licensing or certification; approved license or certificate	EVT + 2 years: EVT = License or certificate is no longer active	DCS Memo 92-12	W
f. Licensing and Certification Records for above types of facilities where license or certificate was not approved	EVT + 1 year: EVT = Final action / Determination	DCS Memo 92-12	W
g. Adoption records; county agencies providing child welfare services under §48.56 or child-placing agencies licensed under §48.60, should follow the detailed procedures for adoption information search and disclosure detailed in HSS 53	Permanent	HSS 53.07(1)	N/A
Third-Party Recovery	CR + 7 years		W
Senior Services			
Adult Day Care Records	CR + 3 years		W
Adult Day Care Tracking Statistics	EVT + 3 years: EVT = Audited		W

Area Agency on Aging Reports - includes nutritional meal program summary	CR + 7 years		W
Benefit Specialist Client Files	EVT + 7 years: EVT = File Closed	§§46.81, 59.52 and HSS 245.03	W
Benefit Specialist Report	S	§46.81	W
Client Assessments for Home Delivered Meals and Supportive Services	CR + 3 years		W
Client Donation Deposits	CR + 7 years		W
Client Files - includes complaints, HDM assessments and pre-authorizations	EVT + 7 years: EVT = File Closed	§59.52	W
Client Nutrition Site Changes, site counts and daily meal counts	CR + 4 years		W
Client Statements (Revenue Received)	CR + 3 years		W
Commission on Aging - business related materials	CR + 7 years		W
Complaint Grievance File	CR + 3 years		W
Congregate Billings	CR + 3 years		W
Congregate Participant Logs Book	CR + 7 years		W
Congregate Registration Forms	CR + 7 years		W
Contract Monitoring Files	CR + 7 years		W
Contract Provider Billing Reports, invoices	CR + 7 years		W
Contracts Not Related to Purchasing	CR + 3 years		W
Elder Abuse Reports	CR + 7 years	§46.90	W
Grant Applications	EVT + 4 years: EVT = Notification		W
Home Delivered Meals	CR + 7 years		W
Home Delivered Meals, monthly computer printout reports	CR + 3 years		W

Home Delivered Meals, tracking index cards	CR + 7 years	§46.85	W
Home Delivered Meals, volunteer mileage reports	CR + 7 years	§46.85	W
Home Delivery Meals, client charge log, daily activity log, and daily vendor order sheet	CR + 7 years		W
Medicare Vans, weekly billings	CR + 3 years	§85.21	W
Nutrition Checks	CR + 3 years		W
Nutrition Program Records	CR + 3 years		W
Nutrition Site, progress reports	CR + 3 years		W
Nutrition Site, quality control sheets	CR + 3 years		W
Nutrition Site, registrations	CR + 1 year		W
Program Monitor Evaluation (PME) Billing Reports, invoices	EVT + 7 [years]: EVT = Audited		W
Project Files, special events	CR + 7 years		W
Reports, specialized transportation/other	CR + 5 years		W
Senior Dining Quality Control Sheets	CR + 7 years		W
Senior Dining Supply Usage Reports	CR + 7 years		W
Senior ID Log Book	CR + 5 years		W
Shared taxi Monthly Report	S		W
Statistics, operational and cost	CR + 5 years		W
Taxi Vouchers	EVT + 3 years: EVT = Audited	§85.21	W
Title XIX Billing Statements	CR + 7 years		W
Transit Data, Historical, specialized	EVT + 7 years: EVT = Settlement	§85.21	W
Transportation Contracts	CR + 3 years	§85.21	W
Volunteer Acknowledgement of Confidentiality	EVT + 3 years: EVT = Termination		W
Volunteer Card File	CR + 7 years	§46.85	W

Volunteer Driver Agreements	EVT + 3 years: EVT = Termination		W
Volunteer Friendly Visitors Files	EVT + 3 years: EVT = Termination		W
Volunteer Monthly Reports	CR + 7 years	§46.85	W
Volunteer Registration Forms - Includes Confidentiality Driver's Statements	CR + 7 years		W
Volunteer Staff Log Book	S		W

#### 14. MEDICAL EXAMINER RECORDS

RECORD	RETENTION PERIOD	AUTHORITY	W-N-N/A
Case Face Sheet Logs	Permanent		N/A
Case File Slides	CR + 75 years		W
Case File X-Rays	CR + 75 years		W
Case Files	CR + 75 years		W
Cremation Case Files	Permanent		N/A
Data Base Entry Form (Draft)	CR + 5 years		W
Digital Case Photos	CR + 75 years		W
Eyewash Inspection/Waste Container Logs	CR + 5 years		W
Homicide or Suspicious Death Investigation Case Files	CR + 75 years		N
Medication Disposal Logs	CR + 10 years		W
Other investigation case files	EVT + 7 years: EVT = Litigation resolved or case closed		W
Outside Case Billing Log	CR + 10 years		W
Report for Final Disposition (other reportable)	CR + 3 years		W
Sharp Container Log	CR + 5 years		W

## 15. LAND CONSERVATION RECORDS

RECORD	RETENTION PERIOD	AUTHORITY	W- N- N/A
Administration			
Citation and Park Patrol Records	CR + 2 years		W
Construction Contracts	CR + 7 years		W
County Forest Plan	CR + 15 years	§28.11, Wis. Stats.	N
DNR Agreements	CR + 7 years		W
Timber Sale Contracts (bid openings, etc.)	CR + 7 years		W
Wisconsin Conservation Corps Projects/Crew Information	CR + 3 years		W
Environmental Health			
Ground Water Monitoring Reports	CR + 20 years		W
Public Camp Grounds	CR + 3 years	HSS 192.01, 192.08(1)	W
Rainfall Data	S		W
Soil Test Reports	EVT: EVT = Land developed and permit issued		W
Land Resources - Land Conservation			
Agriculture Compliance Inventory and Data Base	Permanent		N/A
Agriculture Land Preservation Plan	S		N
Cost Sharing Agreement Records	EVT + 3 years: EVT = Termination or Expiration of all contracts signed that year	NR 120ATCP 50	W
County Mining and Yard Waste Contracts	Permanent		N/A

Detailed Design Drawings (Land and Water Conservation Designs)	Permanent		N/A
Erosion and Storm Water Permits	Permanent		N/A
Farm Conservation Plans	Permanent	120-GM, 408-98, SCS/CRS(29)(31)(a)	N/A
Interdepartmental Agreements	S		W
Land and Water Resource Management Plan (LWRM)	Permanent		N
Land Conservation Grants	CR + 7 years		W
Non-Metallic Mining Permit Files	Permanent		N/A
Wetland Maps	Permanent		N/A
Land Information System			
Aerial Photographs	Permanent		N/A

## 16. LAND MANAGEMENT RECORDS

RECORD	RETENTION PERIOD	AUTHORITY	W-N-N/A
Planning and Zoning			
Board of Adjustment Case Files	Permanent		N/A
Board of Adjustment Decisions and Supporting Documentation	Permanent		N/A
Building Plans	Life of Project		W
Conditional Use Files	Permanent		N/A
Drainage District Records	Permanent		N/A
Inspection Reports for Sanitary	Permanent		N/A
Land Use Permits, easements	Permanent		N/A
Log, board of adjustment cases	Permanent		N/A
Log, violations	Permanent		N/A

Permit Applications	Permanent		N/A
Permit Records	Permanent		N/A
Plan of Operations and Site Plans	Permanent		N/A
Receipt Books	CR + 7 years		W
Rezoning Files, zoning amendments	Permanent		N/A
Subdivision Records	Permanent		N/A
Video Tapes	CR + 3 years		W
Violation Complaint	Permanent		N/A
Violation Files	Permanent		N/A
Wetland and Flood Plain Preservation Maps	Permanent		N/A
Zoning Applications, rejected and no activity	Permanent		N/A
Zoning Committee Records	Permanent		N/A
Zoning Map	Permanent		N/A
Zoning Ordinances	Permanent		N/A
Zoning Permits Issued	Permanent		N/A

## 17. RECYCLING AND SOLID WASTE DEPARTMENT RECORDS

RECORD	RETENTION PERIOD	AUTHORITY	W-N-N/A
Bids and Proposals - Successful	7 years after contract expiration		W
Bids and Proposals - Unsuccessful	1 year after audit		W
Committee Minutes, Solid Waste	20 years		N
Computer Recycling Reports	Permanent		N/A
Contracts, Leases, Agreements, Notices of Taking Bids	CR + 7 years		W
Correspondence	CR + 3 years		W
Hazardous Waste Collection Grant Program Files	CR + 5 years		W
Hazardous Waste Surveys	CR + 3 years	§NR 544.07, Wis. Adm. Code	W

Household Hazardous Waste (Clean Sweep)	Permanent	§NR 187, Wis. Adm. Code	N/A
Receipts	Cr + 7 years		N
Accounts Payable- Purchasing Invoices, Vouchers, Detail Listing, Vendor Listing	Cr + 7 years		N
Accounts Receivable, Receipts	Cr + 7 years		
Recycling Grants	EVT + 7 years: EVT = Audited		W
Recycling Newsletter	CR + 10 years		W
Warranty Records	Life of product or end of warranty, whichever occurs first		W

### 18. ECONOMIC DEVELOPMENT/COMMUNITY DEVELOPMENT

RECORD	RETENTION PERIOD	AUTHORITY	W-N-N/A
Economic Development - Revolving Loan Fund			
Application File			
Recommendation File			
Closing File			
Financial Statement File			
Progress Report File			
Site Visit File			
Payment Monitoring File			
Loan Review File			
Community Development			
Grant Application	CR + 3 years		W
Audits, community block grant	CR + 7 years	24 CFR 570.502(a)(16)	W
Contracts	S		W
Bank Accounts	CR + 7 years		N
Disbursement Requests	CR + 7 years		

Federal Regulations	S		W
Grant Awards	CR + 7 years	24 CFR 570.502(a)(16)	W
Loan Repayments	S		W
Closure Documents	CR + 5 years		W

## 19. PERSONNEL DEPARTMENT RECORDS

RECORD	RETENTION PERIOD	AUTHORITY	W- N- N/A
Directives and Policies	EVT + 7 years: EVT = Superseded or Terminated		W
Obsolete Job Descriptions and any other personnel or employment records made or kept, including but not limited to, application forms or test papers by applicants and other records or decisions pertaining to hiring, promotion, demotion, transfer, layoff or termination, terms of compensation, and selection or training	EVT + 4 years: EVT = Position obsolete, except where a charge of discrimination has been filed; all personnel records relevant to a charge or action shall be retained until final disposition of the charge or action		W
Performance Evaluations and Medical Records	Permanent		W
Union Contracts and Grievance, Mediation and Arbitration Records	Permanent		N/A
Access Control List (e.g., Key, Swipe Card, Key Fob, and/or Access Code)	P/S		W
Buildings, Facilities and Grounds Data	S		W
Construction Project Planning, Proposal, and Administration Records	7 years after project completion		W
Construction Submittals (e.g., Shop Drawings, Samples, and Product Data)	P		N/A

Environmental Health and Safety Records	CR + 7 years		W
Incident Reports	CR + 3 years		W

## 20. MAINTENANCE DEPARTMENT RECORDS

RECORD	RETENTION PERIOD	AUTHORITY	W- N- N/A
Buildings, Facilities, and Grounds			
Equipment, Systems, and Vehicles (e.g., Purchase Information, Instruction Manuals, Maintenance Agreements, Maintenance Logs, Warranties)	Life of Equipment, System, or Vehicle		W
Facilities Management			
Asbestos Files	Permanent	29 CFR 1910.20	N/A
Cleaning Log	CR + 1 year		W
County Building Files	EVT + 3 years: EVT = Superseded		W
Inspection Reports (Elevator, etc.)	CR + 7 years		W
Key Number Listing	Permanent		N/A
Maintenance Job Order Data Sheet	CR + 1 year		W
Maps - Original Drawings	Permanent		N/A
Parks, substations and highway building survey reports/yearly	CR + 10 years		W
Project Files	Permanent		N/A
Project Log	Permanent		N/A

## 21. REGISTER OF DEEDS RECORDS

RECORD	RETENTION PERIOD	AUTHORITY	W- N- N/A
Register of Deeds - Permanent			
Annexation of territory by a city or village: related records	Permanent	§§66.021(8)(a)(e), 66.023(10)	N/A
Annulment, divorce or legal separation judgment which affects title to real estate or liability for payment of support or maintenance	Permanent	§§767.255, 767.40(2)	N/A
Appointment of any guardian or conservator appointed in any other state, district, territory or country together with a duly authenticated copy of the appointment of the special guardian of such minor or incompetent person	Permanent	§786.25(3)	N/A
Armed forces: registration of all county persons who died in the services of the U.S. armed forces	Permanent	§45.35(a)	N/A
Articles of incorporation and amendments for mutual associations	Permanent	§215.71(3)	N/A
Articles of incorporation for capital stock associations and amendments	Permanent	§215.61(3)	N/A
Articles of incorporation for banking corporation and amendments	Permanent	§221.03(3)	N/A
Articles of incorporation; charter or patent of incorporation; certificate of organization or association of any corporation or joint stock company; articles of association or organization of any corporation; certificate or resolution for the purpose of amendment; every amendment in any form of the charter, patent, certificate or articles of association or organization or of the name, corporate powers or purposes of any corporation	Permanent	§891.20	N/A
Assessors' plats and amendments	Permanent	§70.27(2)(8)	N/A

Authorization to execute conveyances on behalf of a private corporation	Permanent	§706.03(3)	N/A
Bulkhead line, establishment of or reestablishment of an existing bulkhead line along shore of navigable waters: map, description and ordinance	Permanent	§30.11(3)	N/A
Business partnership agreements, amendments, articles of dissolution	Permanent	§178.39	N/A
Cemetery association (non-profit) certification resolutions and copy of proceedings	Permanent	§157.062(9)	N/A
Cemetery plat or map, records: order authorizing the vacating or replatting of the lands, record of a cataloged burial site	Permanent	§§157.07(1), 157.07(5), 157.70(2)(i)	N/A
Census schedules	Permanent	None	N/A
Certificate of authorization to exercise fiduciary powers	Permanent	§221.04(6)	N/A
Certificate of conversion from a mutual association to a stock association or from a mutual savings and loan holding company to a stock savings and loan holding company	Permanent	§215.58(3)	N/A
Certificate reorganizing a mutual association as a mutual savings and loan holding company	Permanent	§215.59(1)(g)	N/A
Certificates of conversion from a mutual savings bank to a stock savings bank	Permanent	§214.685(5)	N/A
Certified survey map and corrections of	Permanent	§§236.34(1), 236.295(1)	N/A
Chattel mortgages	Permanent	None	N/A
City condemnation and acquisition of property by cities, including report and plan of improvement, common council resolutions related to property	Permanent	§§32.55(3), 32.56(2), 32.57(7)(b)	N/A
City: certificate showing that a city has established an official map	Permanent	§62.23(6)(b)	N/A
Condominium instruments: declaration, plats, and plans of a condominium and attached exhibits or schedules	Permanent	§703.07(1)	N/A

Contracts: credit sale of alcoholic dispensing equipment, share croppers	Permanent	§§125(33)(2)(e), 241.03(1)	N/A
Conveyance and instrument affecting title to land in this state and index	Permanent	§§706.05(1), (7)	N/A
Cooperatives: incorporation articles; contract between cooperative association and members terminations; weekly listing of all documents concerning cooperatives filed and recorded by secretary of state	Permanent	§§185.05(3), 185.42(1), (2), (5), 185.82(3)	N/A
Corporate name: record of those using name, amendments, discontinuance	Permanent	§134.17(1)	N/A
Corporations (miscellaneous non-profit): fraternal societies, VFW posts and affiliates	Permanent	§§188.06, 188.11(1)	N/A
Corporations (non-stock): articles of incorporation; articles of merger or consolidation; weekly listing of all non-stock corporation documents filed and recorded by the secretary of state	Permanent	§§181.32(1), 181.45(2), 181.67(3)(a)	N/A
Corporations (religious): certificate of establishment; certificate of consolidation; incorporation articles and amendments; dissolution of corporation	Permanent	§§187.01(2), 187.14(4)(c), 187.16(1), 187.19(10)	N/A
Corporations: resolution dissolving domestic corporation	Permanent	§182.025(2)	N/A
Credit Unions: incorporation articles and amendments; certificate to Credit Union commissioner stating incorporation articles have been filed; commissioner of Credit Union's order or certificate canceling a Credit Union's charter	Permanent	§§186.35(1), 186.02(3)(a), 186.38(2), 186.315	N/A
Daily report regarding system of tract indices or system of chain of title indices as required by county board of supervisors resolution	Permanent	§59.43(12m)(c)	N/A
Declaration of trust for domestic and alien corporations and amendments	Permanent	§226.14(1)	N/A
Deed: certificate of cancelled deed	Permanent	§75.23	N/A

Descent of property, judgement to determine	Permanent	§867.05(4)	N/A
Discharge certificate from U.S. armed forces	Permanent	§45.21	N/A
Drainage district, orders of organization, assessment for costs on drainage lands, order laying out drain	Permanent	§§88.34(9), 88.40, 88.94(5)	N/A
Estate transfer by will, intestacy or appointment, disclaimer of	Permanent	§853.40(5)(e)	N/A
Estates: Order settling small estates including those subject to claims of creditors	Permanent	§§867.01(3)(h), 867.02(2)(h)	N/A
Estates: statement terminating joint tenancy of life estate	Permanent	§§867.04, 865.20(2)	N/A
Execution and sale of real estate, certificate of	Permanent	§§815.38(1), 59.43(11)	N/A
Exploration mining lease; and cancellation of	Permanent	§§107.20(1), 107.25(2)	N/A
Farmland preservation agreement and relinquishment	Permanent	§§91.13(9) 91.19(5)	N/A
Farms or country estates, registration of names	Permanent	§59.76(1)	N/A
Federal tax liens and certificates and notices affecting the liens and indexes	Permanent	§779.97(2)(b)	N/A
Forest croplands, order of entry, transfer, withdrawal	Permanent	§§77.02(3), 77.10(2)(a)2	N/A
Forest land (managed): Orders regarding	Permanent	§§77.82(8), 77.91(5)	N/A
Forest lands (county): Order of entry, withdrawals	Permanent	§28.11(4)(d), (11)(a)	N/A
Grantor/grantee index — index to real property records	Permanent	§59.43(9)	N/A
Highway (controlled access): finding, determination and declaration designating a highway or controlled-access highway; notice of any vacation of a controlled-access highway	Permanent	§§53.027(1), 84.25, 83.027(13), 84.25(13)	N/A

Highway assessments and apportionment on lands for county parks and parkways	Permanent	§27.065(13)(c)	N/A
Highway or street maps: map of proposed street or highway for purpose of widening, notice and map for right-of-way, alterations, etc.	Permanent	§§80.64, 84.295(10)(a)	N/A
Highway register: county	Permanent	§83.01(7)(g)	N/A
Ice age trail areas: articles of dedication, amendments, revisions, withdrawal of articles	Permanent	§23.293(15)(f), (17)(e)	N/A
Index for ancillary documents of a county with a population of 500,000 or more who has copied a document by microphotography, microfilm or optical imaging	Permanent	§228.05	N/A
Index of records or files kept in the register's office	Permanent	§59.43(10)	N/A
Industrial development agencies: articles of incorporation	Permanent	§59.57(2)(e)(2)	N/A
Inland lake protection and rehabilitation district, document authorizing creation of	Permanent	§33.265	N/A
Interest in property, statement or certificate confirming	Permanent	§§865.201(2), 867.046(1)(m)	N/A
Judgment of declaration of interests in real property	Permanent	§841.10(1)	N/A
Land patents, U.S.	Permanent	None	N/A
Levy or writ of execution on real property	Permanent	§815.195	N/A
Lien for threshing, husking, baling	Permanent	§779.50(3)	N/A
Lien judgment	Permanent	§75.521(14)	N/A
Lien or mortgage, discharge order	Permanent	§847.09	N/A
Lien: certificate of redemption of judgment lien on loan	Permanent	§851.64	N/A
Liquidated insurer, documents relating to property of	Permanent	§645.46(17)	N/A
Lis pendens	Permanent	§§840.10(1), 59.43(11)	N/A

Marital property agreements and related statements	Permanent	§766	N/A
Metro sewage district boundary: resolution to redefine	Permanent	§66.888(1)(c)4b, (1)(d)3	N/A
Mineral interests: statement of claim	Permanent	§706.057(4)	N/A
Mineral rights register consisting of conveyances of mineral interests	Permanent	§706.055	N/A
Monuments: survey conducted to erect monuments	Permanent	§60.84(4)	N/A
Mortgage liens upon public utilities and satisfaction of mortgage lien	Permanent	§66.066(2)(b)	N/A
Mortgage: certificate of discharge after foreclosure	Permanent	§846.13	N/A
[Mortgage] title: evidence of right of creditor to acquire	Permanent	§815.53(4)	N/A
Name change: certified copy of order and indexes	Permanent	§786.36	N/A
Natural areas heritage program: articles of dedication, amendments, withdrawals	Permanent	§§23.29(16), (18)(f), 23.29(20)(e)	N/A
Oaths of office	Permanent	§19.01(4)(d)	N/A
Plat maps and corrections of	Permanent	§§236.02(10), 236.295(1)	N/A
Plat maps: notification to authorities to approve or permitted to object to the final plat that has been recorded	Permanent	§236.26	N/A
Plat maps: resolution of municipality to waive its right to approve plats and resolution to rescind waiver	Permanent	§236.10(5)	N/A
Power of attorney	Permanent	§813.23(1)(b)	N/A
Probate judgment assigning an interest in real property upon closure of estate	Permanent	§863.29(1)	N/A
Proof of age (duplicate or certified copy)	Permanent	§889.28	N/A
Public land: notice of pending application to lay out, widen, or vacate a public place	Permanent	§840.11(1)	N/A
Public lands: abstract and records of all proceedings relating to the laying out,	Permanent	§59.71	N/A

widening, extending or vacating any street, alley, water channel, park, highway or other public place by any court, county board, common council, village board or town board.			
Public lands: annulment of certificates and patents	Permanent	§24.35	N/A
Rail property: release of first right to acquire by DOT	Permanent	§85.09(5)(b)	N/A
Railroads: map showing proposed route	Permanent	§190.10(1)	N/A
Railroads: surveyed map and certificate of the alteration or change of routes	Permanent	§191.20	N/A
Real estate liens: payment affidavit for prior liens	Permanent	§779.98(3)	N/A
Real estate owners subject to building codes	Permanent	§62.17(1)	N/A
Real estate transfers	Permanent	§77.29	N/A
Real estate: order confirming the sale of real estate of wards or incompetents	Permanent	§786.07	N/A
Real property: affidavit of publication of a sale	Permanent	§985.12(3)	N/A
Release of power of appointment over legal or equitable interests in real or personal property	Permanent	§702.09(3)(d)	N/A
Rental units: certificates, waivers, stipulations relating to	Permanent	§101.122(6)	N/A
Retrocession of jurisdiction, documents concerning	Permanent	§1.031	N/A
Savings bank: articles of incorporation of a savings bank and amendments	Permanent	§214.25(5)	N/A
School district: resolution by two or more school districts to establish an alternative method of governing assets and liabilities	Permanent	§66.03(2c)(b)	N/A
Security interest in personal property or goods or in crops growing or to be grown: financing statement or other document evidencing the creation of the security interest	Permanent	§§409.401(1)(a), 409.402(1)(b), (9), 59.43(1)(n)	N/A

Security interest upon certificate of title of motor vehicles and boats, memoranda regarding	Permanent	§§30.572(4)(5), 342.20(3)	N/A
Security interests: financing statements, amendments, termination statements, continuation statements, statements of assignment and statements of release	Permanent	§§409.404(1)(a), 409.405(2), 409.410(1)	N/A
Sewer and transportation facilities, record of damage awards by condemnor	Permanent	§32.05(7)(c)	N/A
Share croppers' contracts	Permanent	§241.03(1)	N/A
Solar access rights: notice granting permit, notice terminating rights, waiver of rights by permit holder	Permanent	§66.032 (6)(b), (9)(c), (10)	N/A
Solid waste disposal facility or a hazardous waste facility: notation of the existence of	Permanent	§§144.44(4)(b), 59.43(1)(q)	N/A
Surety company bond	Permanent	§344.36(2)	N/A
Surplus state-owned real property, agreement of transfer	Permanent	§16.375(4)	N/A
Surveyor's records, field notes	Permanent		N/A
Time-share instrument and amendments; termination agreement	Permanent	§§707.21(3), 707.24(2)(b)	N/A
Town boundary or name change: order or ordinance	Permanent	§§59.17(12), 59.23(2)(k)	N/A
Town mutual corporate documents	Permanent	§§612.81, 59.43(12)(b)	N/A
Town sanitary districts: order of establishment referendum and resolutions to consolidate districts	Permanent	§§60.71(7), 60.785(2)(a)	N/A
Towns: record of non-compliance with zoning ordinance	Permanent	§60.61(5)b	N/A
Tract index	Permanent	§59.43(12m)(a)	N/A
Trademarks, labels, badges, statement or description of	Permanent	§132.04	N/A
Trusts: disclaimer of real property or an interest in real property	Permanent	§701.27(5)(e)	N/A

Trusts: letters of trust for a foreign trustee [named in a will]	Permanent	§701.16(1)(d)	N/A
Village: petition for dissolution of a village and election results on question of	Permanent	§61.187(2)	N/A
Village records: Papers, documents and orders relating to the organization and incorporation or the alteration of the boundaries of any village	Permanent	§891.10	N/A
Vital records: certificate of birth, death, divorce or annulment, marriage documents and related data plus indexes	Permanent	§§69.01(15)(a), 59.43(1)(h)	N/A
Woodland tax lands: entry, declassification of; tax law classification	Permanent	§77.16(3), (7), (9)	N/A
Writ of attachment and related records; discharge or attached real estate; certificate of judgment or satisfaction on money or property held by writ of attachment	Permanent	§§59.43(11), 811.11, 811.17, 811.22	N/A
<b>Register of Deeds - Non-Permanent</b>			
Accounts payable	CR + 7 years		W
Accounts receivable	CR + 7 years		W
Accounts receivable, paid	CR + 2 years		W
Airport protection plans, specifications, and amendments	CR + 7 years	§114.135	W
Any records subject to litigation, claim, audit or other action	Until permission to destroy obtained from Corporation Counsel		W
Applications for certified copies	CR + 2 years		W
As-built tracings	Life of project		W
Bills of sale	CR + 6 years		W
Blueprints	Until superseded by as-built tracings		N
Breeding service: claim and payment for	CR + 7 years	§779.49(1)	W
Cancelled checks	CR + 7 years	§59.54(16)	W

Cash register tapes	CR + 2 years		W
Certificates of old age assistance and indexes	CR + 7 years		N
City record of officers and employees' surety bonds	CR + 7 years	§66.145	W
City/Village: Reorganization of city as village, election returns on question of	CR + 7 years	§66.019(6)	W
City/village: lease of space by	CR + 7 years	§66.048(3)(c)	W
Correspondence	CR + 3 years		W
Equipment and furnishings inventories	Until superseded		W
General information	CR + 7 years		N
Guardian, petition for appointment of	CR + 7 years	§880.215	W
Indigent defendants: certificate of legal fees paid by county or state	CR + 7 years §757.66	§880.215	W
Insurance policies, claims made	7 years after expiration	§59.52(10)	W
Insurance policies, occupancy	CR + 7 years	§59.52(10)	W
Liquidated insurers' records	7 years after close of liquidation proceedings	§645	W
Municipal redevelopment plan and revisions	CR + 7 years	§§66.431(9)(a)1, 66.431(11)(b)	N
Notice of removal of human corpse	2 months from date of death	Dept. H&SS directive	W
Notification of failure to pay taxes and notification of balances due (veterans)	CR + 7 years	§45.53	W
Order to suspend proceedings for collection of property taxes of property owned by veterans	CR + 7 years	§45.53(6)	W
Purchase orders	CR + 7 years		W
Raze order	CR + 7 years	§66.05(1)(d)	W
Receipt journals	CR + 7 years		W
Receipts	CR + 7 years		W
Report for final disposition of corpse	2 years from date of death	Dept. H&SS directive	W

Treasurers receipts	CR + 2 years		W
UCC filings (Fixture) 409.403(6), 409.402(5)	EVT = satisfaction of mortgage	§§409.403(6), 409.402(5)	W
UCC filings (Non-fixture)	CR + 5 years	§409.403(3)	W
UCC - 11, search copies	CR + 2 years		W
Vital record, request for copy of	FIS + 1 year		W
Vouchers order/register	CR + 7 years		W
Wills, foreign: certificate of assignment	CR + 7 years	§868.05(2)	W
Wills, notice that proceedings have been taken to contest the will	CR + 7 years	§868.01(3)	W

**22. SECRETARY TO THE BOARD. Executive/Administrator /Administrative Coordinator (§§59.17, 59.18, and 59.19, Wis. Stats.)**

RECORD	RETENTION PERIOD	AUTHORITY	W- N- N/A
Administration			
Board and Commission Appointments/Confirmation (if required)	S	§§59.17(2)(c), 59.18(2)(c), Wis. Stats.	W
County Board proceedings: original papers, resolutions and reports concerning	6 years after date of publication	§59.717(1)	N
Department Head Appointments/Confirmation (if required)	S	§§59.17(2)(b), (2)(br), 59.18(2)(b), Wis. Stats.	W
Message to the Board	CR + 7 years	§§59.17(5), 59.18(5), Wis. Stats.	W
Original County Board resolutions	CR + 7 years	§59.02(1)	N
Resolution or Petition and Referendum Creating the Office	S	§§59.17(1), 59.18(1), Wis. Stats.	W
Resolutions or Ordinances - Approval or Veto	P	§59.17	N/A

### 23. SHERIFF DEPARTMENT RECORDS

RECORD	RETENTION PERIOD	AUTHORITY	W-N-N/A
Process/Identification Bureau			
Attorney Letters	CR + 7 years		W
Bureau of Identification Sheets	Permanent		N/A
Civil Process Worksheet	CR + 1 year		W
Correspondence Instructing Civil Process, service	CR + 7 years		W
Death Investigation Negatives, Sensitive in Nature	Permanent		N/A
Department Employee Photos	EVT + 7 years: EVT = Termination		W
Evidence, Major Cases	EVT + 1 year: EVT = Final Appeal		W
Execution Log	CR + 7 years		W
Executions	CR + 7 years		W
Finger Print Cards	Permanent		N/A
Foreclosures, Sheriff's Sales	EVT + 7 years: EVT = Sale of property		W
Injunctions	EVT: EVT = After Expiration		W
Mug Shots	Permanent		N/A
Process, deposit receipts	CR + 7 years		W
Process, receipt print-outs	CR + 7 years		W
Proof of Service	CR + 7 years		W
Property Inventory Audit	EVT + 20 years: EVT = Disposition of property		W
Restraining Orders	EVT: EVT = Closed		W
Traffic Accident Photos	EVT + 6 years: EVT = Date of final appeal		W
Transport Records	CR + 7 years		W
Jail Division			

Account work sheets	CR + 7 years		W
Applicant Status Sheets (non-hire)	EVT + 1 year: EVT = Interview		W
Block Check Sheets	CR + 8 years	§59.27(8), Wis. Stats.	W
Bond Receipts	CR + 8 years	§59.27(8), Wis. Stats.	W
Booking Sheets	Permanent		N/A
Canteen sheets	CR + 7 years		W
Cash Books	CR + 8 years		W
Check Books	CR + 7 years		W
Critical Incidents	EVT + 8 years: EVT = Incident		W
Daily Work Shift Roster	CR + 8 years	§59.27(8), Wis. Stats.	W
Dockets, daily jail records	CR + 8 years	§59.27(8), Wis. Stats.	N
Fire Equipment and Inspection Report	CR + 8 years		W
Huber Block Check Sheets	CR + 8 years		W
Huber Daily Inmate Roster	EVT + 8 years: EVT = Release of Inmate	§DOC 348.09(1), Wis. Adm. Code	W
Huber Inmate Incarceration Files	EVT + 8 years: EVT = Release of Inmate		W
Huber Registration of Visitors	CR + 8 years	§DOC 348.09(4), Wis. Adm. Code	W
Huber Rules Forms	CR + 8 years	§59.27(8), Wis. Stats.	W
Inmate Daily Activity Log Forms	CR + 8 years	§59.27(8), Wis. Stats.	W
Inmate Files: disciplinary forms, Huber revocation forms, employer information forms, employer job search, verification sheets, court orders	EVT + 8 years: EVT = Release of Inmate	§§DOC 348.09, 350.11, Wis. Adm. Code	W

Inmate Medical Records	EVT + 8 years: EVT = Release of Inmate	§§146.81—146.83, Wis. Stats., and §§DOC 348.09, 350.11, Wis. Adm. Code	W
Jail billing	CR + 8 years	§59.27(8), Wis. Stats.	W
Jail Inmate Register	S	§DOC 350.11, Wis. Adm. Code	W
Jail Kitchen Menu	CR + 1 Month		W
Jailer logs	CR + 8 years	§59.27(8), Wis. Stats.	W
Law Suits and Complaints	EVT + 5 years: EVT = Settlement or Closure		W
Ledger Sheets	CR + 7 years		W
Monthly Equipment Check	CR + 8 years		W
Shift Logs	CR + 8 years		W
Surveillance Recordings-Audio/Video	3 years	§893.80, Wis. Stats.	W
Visitor Log	EVT + 8 years: EVT = Date of Visit	§DOC 350.11, Wis. Adm. Code	W
Volunteer Security	CR + 5 years		W
Detective Division			
Arrest Records	CR + 8 years	§59.27(8), Wis. Stats.	W
Citizen Complaints	Permanent		N/A
Evidence Cards	CR + 10 years	§59.27(8), Wis. Stats.	W
Field Interrogation Cards	EVT + 8 years: EVT = Close of Case		W
Incident Records	CR + 10 years	§59.27(8) Wis. Stats.	W
Internal Investigation Files	EVT + 1 year: EVT = Death of person unless there is open activity on the case		W

Juvenile Cards	EVT + 1 year: EVT = Juvenile's 18th Birthday		W
Ordinance Violation Citation	CR + 2 years		W
Polygraph Examinations and Reports	Permanent		N/A
Patrol Division			
Fleet Maintenance Records	Life of Vehicle		W
Intern Records	CR + 5 years		W
Squad Car Video Recordings	3 years	§893.80, Wis. Stats.	W
Uniform Traffic Citations	EVT + 1 year: EVT = Closed, disposed, or canceled		W
Wisconsin Accident Reports	CR + 8 years		W
Work Schedules	CR + 7 years	§59.27(8,) Wis. Stats.	W
Dispatch Center			
Audio Tapes (e.g., 911)	3 years	§893.80, Wis. Stats.	W
Incident Record	CR + 10 years		W
Records			
Accident Report	CR + 8 years		W
Accident Reports, Non-Reportable	CR + 8 years		W
Blueprints, Justice Department	Permanent		N/A
Citations	CR + 8 years		W
Contract Municipality Logs	S		W
Driver Condition Behavior Reports	CR + 2 years		W
Ignition Interlock Device Installation and Removal Record	S		W
Incident Reports	CR + 8 years		N/A
Laser Logs	EVT + 8 years: EVT = End of use		W
Money Transfer Log, Front Desk	CR + 2 years		W

Orders to Produce (Writs)	S		W
Patrol Roster	CR + 2 years		W
Radar Certification Logs	EVT + 8 years: EVT = End of use		W
State Uniform Crime Report	CR + 5 years		W
Drug Unit			
Asset Forfeiture Log	Permanent		N/A
Asset Forfeitures	EVT + 8 years: EVT = Given up for Auction		W
Confidential Informant File	Permanent		N/A
Confidential Informant Log	Permanent		N/A
Evidence Destruction File	EVT + 8 years: EVT = Last date of appeal		W
Fleet Leased Contracts	EVT + 1 year: EVT = Contract termination		W
Incident Report Log	EVT + 8 years: EVT = Date of Last Incident		W
Incident Reports	CR + 8 years		N/A
Intelligence Request Log	CR + 15 years		W
Known Offender File (KOF) Lawsuits	EVT + 7 years: EVT = Date of last appeal		Waived
Officer's Daily Reports	CR + 7 years		Waived
Search Warrants	EVT + 1 year: EVT = Search Completed		Waived
Warrant, Sex offence and Drug Activity Log Book	Permanent		N/A
Court Services/Warrants			
Bailiff Time and Activity Report	CR + 3 years		Waived
Court Security Reports	CR +3 years		Waived
Daily Employee Witness Court Record	S		Waived

Stun Belt in Custody Notification and Maintenance Log	EVT + 8 years: EVT = Date of Final Appeal		Waived
Warrant Cards	EVT + 1 year: EVT = Warrant Cancellation		Waived
Warrant, cancellation sheet from court	EVT + 7 years: EVT = Warrant Cancellation		Waived
Warrant, ledgers	EVT + 7 years: EVT = Warrant Cancellation		Waived
Warrant, problems and complaints	CR + 7 years		Waived
Warrants	EVT: EVT = Until Satisfied		Waived
Warrants, cancelled - gold sheet	EVT + 1 Month: EVT = Cancellation or Served		Waived
Warrants, cancelled extradition	EVT + 3 years: EVT = Warrant Cancellation		Waived
Administration			
Accidents, squad	EVT + 8 years: EVT = Closed		Waived
Contract Logs	CR + 1 year		Waived
Conveyance Cards	EVT + 3 years		Waived
Daily Roll Call Rosters	CR + 8 years		Waived
Department General Orders	Permanent		N/A
Emergency Personnel Employee Records	S		Waived
False Alarm Fee Documentation, uncollectible	CR + 3 years		Waived
Grant Reports and Documentation	EVT + 3 years: EVT = Last Payment Received		Waived
Overtime Cards	CR + 7 years		Waived

Psychological Evaluations (Employee)	EVT + 15 years: EVT = Termination		Waived
Warrants, teletypes / municipalities	EVT: EVT = Warrant Cancellation		Waived

## 24. SURVEYOR RECORDS

RECORD	RETENTION PERIOD	AUTHORITY	W-N-N/A
Assessor's Plat	S	§70.27, Wis. Stats.	N/A
Certified Survey Maps	S	Ch. 236, Wis. Stats.	N/A
Condominium Instruments	S	Ch. 703, Wis. Stats.	N/A
County Highway Widening Plan	S	Ch. 83, Wis. Stats.	N/A
Official Map Certification	S	§62.23(6)(b), Wis. Stats.	N/A
PLSS Monument Records	S	Ch. A-E 7, Wis. Adm. Code	N/A
Property Survey Maps	S	Ch. A-E 7, Wis. Adm. Code	N/A
Section Corner Monument Location Documentation	Permanent	§§59.45, 59.74, 59.75, Wis. Stats.	N/A
Subdivision Plat Court Orders	S	Ch. 236, Wis. Stats.	N/A
Subdivision Plats	S	Ch. 236, Wis. Stats.	N/A
Subdivision Replats	S	Ch. 236, Wis. Stats.	N/A
U.S. Geological Survey Maps	S		W

## 25. UNIVERSITY EXTENSION

RECORD	RETENTION PERIOD	AUTHORITY	W-N-N/A
4-H, Award/Convention Materials	CR + 50 years		W
4-H, Enrollments	CR + 25 years		W
4-H, Health Records - Summer Camp	EVT + 3 years: Child turns 21 years of age		W
Homemaker Program, Agencies/Groups	CR + 7 years		N
Homemaker Program, Participants	CR + 7 years		W

Monthly Reports, UPS, Copies, Postage	CR + 1 year		W
News Releases	CR + 2 years		W
Newsletters, Originals	CR + 25 years		W
Premium Books, County Fair	CR + 1 year		N
Program/Teaching Curriculum	S		N
Project Files	S		W
Shipping Books, UPS	CR + 1 year		W
Soil Sample Reports	CR + 2 years		W
Soil Test Receipts, Invoices	CR + 3 years		W
Volunteer Certification, VOLT, Program (Volunteer Orientation Leadership Training)	Permanent		W

**26. VETERANS SERVICE RECORDS** (amended 1-18-2023, #135)

RECORD	RETENTION PERIOD	AUTHORITY	W-N-N/A
Cemetery List	S		W
Veteran's Benefit Case Files	EVT + 2 years: EVT = Death		W
Veterans' Information Management System (VIMS) Backup Disks	S		W
Wisconsin Department of Veterans' Affairs Bulletins	Permanent		N/A
Monthly Forms Tally Sheet	CR + 2 years		W
Cemetery & Grave Records (Cemetery cards, number of veterans in Pepin County)	S		W
Veteran's Records (Case files, pension and Compensation & Death Claims, any forms filled out on the veteran or veteran's families' behalf)	EVT+2yrs: VT=Death		W