

DESTRUCTION OF OBSOLETE RECORDS

8.01 DESTRUCTION OF OBSOLETE RECORDS AUTHORIZATION

The destruction of obsolete records is hereby authorized pursuant to Wis. Stats. Chapter 60.83, provided it is done in accordance with the guidelines and schedule set forth below.

8.02 GENERAL GUIDELINES FOR RECORDS RETENTION

- (1) **Financial Records.** Town officers may destroy non-utility records of which they are the legal custodians and which are considered obsolete, after completion of any required audit by the Bureau of Municipal Audit or an auditor licensed under Chap. 442, Wis. Stats., but not earlier than seven (7) years after payment or receipt of any sum involved in the particular transaction, unless a shorter period has been fixed by the State Public Records Board pursuant to Wis. Stats. Chapter 16.61(3)(e), then after such shorter period.
- (2) **Utility Records.** Town officers may destroy utility records of which they are the legal custodians and which are considered obsolete after completion of any required audit by the Bureau of Municipal Audit or an auditor licensed under Chap. 442, Wis. Stats., subject to state Public Service Commission regulations, but not earlier than seven (7) years after the record was effective, unless a shorter period has been fixed by the state Public Records Board pursuant to Wis. Stats. Chapter 16.61(3)(e), then after such a shorter period, except that water stubs, receipts of current billings, and customer's ledgers may be destroyed after two (2) years.
- (3) **Other Records.** Town officers may destroy records of which they are the legal custodian and which are considered obsolete, but not earlier than seven (7) years later than 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 Wis. Stats. Chapter 16.61(3)(e), and then after such a shorter period.
- (4) **Historical Society notification.** Prior to the destruction of any public record as described in Wis. Stats. Chapter 19.21(4)(a), (b), or (c), at least sixty (60) days notice in writing shall be given to the State Historical Society of Wisconsin, unless waived.
- (5) **When authorized.** This Section shall not be construed to authorize the destruction of any public record after a period less than prescribed by statute or state administrative regulations.
- (6) **Statute or State Administrative Regulations shall be controlling.** In the event this Section is contrary to any State Statute or State Administrative Regulation, or any other binding law, said State Statute, State Administrative Regulations, or other law shall be controlling, to the extent it conflicts with this Section.
- (7) According to Wis. Stats. Chapter 16.611, documents of the Town of Neenah, which have been transferred to electronic format, shall be considered original and subject to State retention guidelines.

MUNICIPAL CODE OF THE TOWN OF NEENAH, WINNEBAGO COUNTY, WI
CHAPTER 8

8.03 TOWN OF NEENAH RECORDS RETENTION SCHEDULE

(1) **Definitions.** The following definitions are the legend for the tables within this Section.

(a) "Retention Period" means the time that the identified records must be kept until destruction.

(b) "Authority" means the source which specifies the period of time for retaining records.

1. "WMRM" means the Wisconsin Municipal Records Manual.

2. "§" means the State Statutes.

3. "SCR" means Supreme Court Rule.

4. "PSC" means Public Service Commission.

5. "NR" means Natural Resources.

(c) "SHSW Notice" refers to whether or not the State Historical Society of Wisconsin has waived the required statutory notification prior to destruction of records.

(d) "W" means (waived) means records are not historical and the required 60 day notification is waived.

(e) "N" means nonwaived. The records may have secondary historical value and therefore SHSW notification is required on a case-by-case basis prior to destruction.

(f) "N/A" means not applicable and refers to those circumstances where a local unit of government is retaining a record permanently.

(4) **Records Retention Schedule.** Records of the Town shall be retained for the periods indicated below, pursuant to the authority indicated, and notification shall be provided to the State Historical Society of Wisconsin where indicated.

(a) **Elected Officials.** The following public records may be destroyed after the expiration of the designated retention period:

RECORDS	PERIOD OF RETENTION	AUTHORITY	SHSW NOTICE
All records in their possession unless delegated in writing to the Town Clerk or his/her designee	1 year following termination of term	§19.33(1)	N

MUNICIPAL CODE OF THE TOWN OF NEENAH, WINNEBAGO COUNTY, WI
CHAPTER 8

(b) **Clerk's Records.** The following public records may be destroyed after the expiration of the designated retention period:

RECORDS	PERIOD OF RETENTION	AUTHORITY	SHSW NOTICE
Meeting agendas	7 years	WMRM	N
Minutes books	Permanent	WMRM	N/A
Audio tapes	90 days if made solely for the purpose of drafting the minutes	WMRM and §19.21(7)	N
Ordinances	Permanent	WMRM	N/A
Resolutions	Permanent	WMRM	N/A
Municipal Code	Permanent	WMRM	N/A
Affidavits of Publication	3 years	WMRM	N
Affidavits of Publication for ordinances and resolutions for budget amendments	Permanent	WMRM	N/A
Claims	7 years		N
Lawsuits	Permanent		N/A
Insurance Policies and Certificates of Insurance	Permanent		N/A
Oaths of Office	7 years after term of oath ends	WMRM	N
Title insurance policies	Permanent	WMRM	N/A
Easements	Permanent	WMRM	N/A
Leases	7 years following termination of lease	WMRM	N
Liquor and beer applications and licenses	4 years	§125.04(3)(i)	N
Other applications and licenses/permits issued by Town Clerk	4 years	WMRM	N
Dog licenses reports to County Clerk	7 years	WMRM	N
Proceedings of Board of Review on audio tapes or as stenographic notes, including transcriptions	7 years (after final action by board of review or completion of appeal)	§70.47(8)(f)	N
Notice of Determinations of the Board of Review	7 years (after final action by the Board of Review or completion of appeal)	§70.47(8)(f)	N
Legal Opinions	Permanent	WMRM	N/A
Contracts	7 years	WMRM	N

MUNICIPAL CODE OF THE TOWN OF NEENAH, WINNEBAGO COUNTY, WI
CHAPTER 8

- (c) **Election Records.** All materials and supplies associated with an election may be destroyed according to the following schedule, unless there is a recount or litigation pending with respect to the election:

RECORDS	PERIOD OF RETENTION	AUTHORITY	SHSW NOTICE
Unused ballots and materials	3 business days after the canvass is completed	§7.23(a)	N
Voter serial number slips	3 business days after the canvass is completed	§7.23(a)	N
Ballots (state, county, local)	30 days after the election	§7.23(h)	N
Ballots (federal offices)****	EVT (22 months after election)	§7.23(f)	N
Application for absentee ballots	90 days after the election (22 months after the election for federal offices)	§7.23(k) §7.23(f)	N
Forms associated with election such as tally sheets, inspector's statements and nomination papers	90 days after the election (22 months after the election for federal offices)	§7.23(k) §7.23(f)	N
Official canvass statements	10 years after the election	§7.23(i)	N
Registration and poll lists - Nonpartisan primaries and election	2 years after the election for which they were created	§7.23(e)	N
Registration and poll lists - Partisan primaries and general elections	4 years after the election	§7.23(e)	N
Canceled registration cards	4 years after cancellation	§7.23(c)	N
Election notices	1 year after the election (22 months for federal election)	§7.23(j) §7.23(f)	N
Proofs of publication and correspondence relative to publications	1 year after the election (22 months for federal election)	§7.23(j) §7.23(f)	N
Campaign registration statement	6 years after termination by the registrant	§7.23(d)	N
Campaign finance reports	6 years after date of receipt	§7.23(d)	N

**** Federal offices are President of the United States, U.S. Senator and Member of Congress.

MUNICIPAL CODE OF THE TOWN OF NEENAH, WINNEBAGO COUNTY, WI
CHAPTER 8

(d) **Treasurer Records.** The following public records may be destroyed after the expiration of the designated retention period:

RECORDS	PERIOD OF RETENTION	AUTHORITY	SHSW NOTICE
Bank statements, deposit books, slips and stubs	7 years	WMRM.	N
Bonds and/or coupons	7 year after maturity	WMRM	N
Canceled checks, check stubs	7 years	WMRM	N
Payroll records and reports, and employee time cards	7 Years	WMRM	N
Employment Records	7 years following termination	WMRW	N
Applications for Employment and resumes of persons not hired	1 year after filling of position		N
Receipt forms	7 years	WMRM	N
Special Assessment Records	7 years	WMRM	N
Tax levy certification of the school district clerk	3 years (after audited)	WMRM	N
Certificates of apportionment	3 years (after audited)	WMRM	N
State shared aid payment notices	6 years (after audited)	WMRM	N
Final worksheet for determining allowable levy	5 years (after audited)	WMRM	N
Statement of taxes	Permanently	WMRM	N/A
Statement of new special assessments	5 years (after audited)	WMRM	N
Statement of new sewer service charges	5 years (after audited)	WMRM	N
General property tax credit certification	5 years (after audited)	WMRM	N
Explanation of property tax credit certification	5 years (after audited)	WMRM	N
Real property tax roll	15 year	WMRM	N
Personal property tax roll	15 years	WMRM	N
Financial Reports (other than annual reports)	7 years	WMRM	N

(e) **Public Works Records.** The following public records may be destroyed after the expiration of the designated retention period:

RECORDS	PERIOD OF RETENTION	AUTHORITY	SHSW NOTICE
Notice to contractors	7 years (after completion of project) 2 years (unsuccessful bidders)	WMRM	N

MUNICIPAL CODE OF THE TOWN OF NEENAH, WINNEBAGO COUNTY, WI
CHAPTER 8

Bid bond	7 years (after completion of project) 2 years (unsuccessful bidders)	WMRM	N
Bidders Proof of Responsibility	7 years (after completion of project) 2 years (unsuccessful bidders)	WMRM	N
Bids	7 years (after completion of project) 2 years (unsuccessful bidders)	WMRM	N
Bid tabulations	2 years	WMRM	N
Performance bond	7 years (after completion of project)	WMRM	N
Contract	7 years (after completion of project)	WMRM	N
Street vacation and dedications	Permanent	WMRM	N/A
Benchmark Books	Permanent	WMRM	N/A
Section corner monument logs	Permanent	WMRM	N/A
Water, Storm and Sanitary Sewer Main maps	Permanent	WMRM	N/A

(f) **Assessment Records.** The following public records may be destroyed after the expiration of the designated retention period:

RECORDS	PERIOD OF RETENTION	AUTHORITY	SHSW NOTICE
Master property record folders	5 years after life of structure	WMRM	N
Index to owners	Until superseded	WMRM	N
Wisconsin Real Estate Transfer Returns	5 years after info transferred to Master Property Record folders	WMRM	N
Tax Exemption Reports	10 years	WMRM	N
Notice of Increased Assessment	5 years unless assessment appealed, retain 7 years after final BOR action or appeal completion	WMRM	N
Assessor's Final Report Supplement – Real and Personal Property	5 years	WMRM	N
Assessor's Final Report Real and Personal Property	5 years	WMRM	N
Certified Survey Maps	Permanent	WMRM	N
Final subdivision plats	Permanent	WMRM	N

MUNICIPAL CODE OF THE TOWN OF NEENAH, WINNEBAGO COUNTY, WI
CHAPTER 8

Annexation plats	Permanent	WMRM	N
Assessor's plats	Permanent	WMRM	N
Conditional use grants	Permanent	WMRM	N

(g) **Engineering Records.** The following public records may be destroyed after the expiration of the designated retention period.

RECORDS	PERIOD OF RETENTION	AUTHORITY	SHSW NOTICE
Annual reports	Permanent	WMRM	N/A
Field notes	Permanent	WMRM	N/A
Benchmark Books (Horizontal and Vertical Survey Control in SE Wis.)	Permanent	WMRM	N/A
Section corner monument logs	Permanent	WMRM	N/A
Town Official Maps	Permanent	WMRM	N/A
Water, storm, and sanitary sewer main maps	Permanent	WMRM	N/A
Profile and grade books	Permanent	WMRM	N/A
Excavation plans of private utilities	Permanent	WMRM	N/A
Index to maps	Permanent	WMRM	N/A
Applications and permits	Permanently	WMRM	N/A
As built (Sewer and Water)	Permanent	WMRM	N/A
Structure plans for municipal buildings and Bridges	Life of Structure	WMRM	N
Permits for excavation of streets including private utility companies	3 years	WMRM	N
Fuel usage reports	2 years	WMRM	N
Heavy equipment and vehicle (Maintenance Records)	Life of equipment	WMRM	N
Vehicle maintenance histories	Life of vehicle	WMRM	N
Storm Sewer Maps	Until superseded by as-builts	WMRM	N
Quarter Section Maps	Until superseded	WMRM	N

(h) **Building Inspection Records.** The following public records may be destroyed after the expiration of the designated retention period:

RECORDS	PERIOD OF RETENTION	AUTHORITY	SHSW NOTICE
Address file	Permanently	WMRM	N/A
Certificates of occupancy	Until superseded	WMRM	N
Energy calculation worksheets	3 years	WMRM	N
State approved commercial	4 years	WMRM	N

MUNICIPAL CODE OF THE TOWN OF NEENAH, WINNEBAGO COUNTY, WI
CHAPTER 8

building plans			
Permit fee receipts	7 years	WMRM	N
Permit ledger	7 years	WMRM	N
Quarter section maps, copies	Until superseded	WMRM	N
Building Plans	1 Year after built	Uniform Dwelling Code	N
Applications and permits	Permanently	WMRM	N/A
Code compliance inspection reports	Permanently	WMRM	N/A
Weights and Measures Field Reports	3 years	WMRM	N

- (i) **Park Records.** The following public records may be destroyed after the expiration of the designated retention period:

RECORDS	PERIOD OF RETENTION	AUTHORITY	SHSW NOTICE
Master park plan	Permanently	WMRM	N/A
Plats	Permanently	WMRM	N/A
Aerial photographs	Permanently	WMRM	N/A
Reservation requests	30 days. If payment receipts are attached, 7 years	WMRM	N
Master reservation book	2 years	WMRM	N

- (j) **Planning and Development Records.** The following public records may be destroyed after the expiration of the designated retention period:

RECORDS	PERIOD OF RETENTION	AUTHORITY	SHSW NOTICE
Comprehensive Master Plan	Permanent	WMRM	N/A
Neighborhood Plans	7 years	WMRM	N
Stormwater Plans	7 years	WMRM	N
Design manual and guides	7 years	WMRM	N

- (k) Public Records not identified in this Records Retention Schedule shall be retained under the rules indicated in Section 9.23 of the Municipal Code of the Town of Neenah.