

SEWER USE ORDINANCE OF THE TOWN OF NEENAH SANITARY DISTRICT NO. 2
WINNEBAGO COUNTY, WI

CHAPTER 5

RECORDS, DESTRUCTION OF OBSOLETE RECORDS AND RECORD RETENTION

5.01 RECORDS

The District shall maintain and keep books of general records and accounts separate from all other records and accounts, which shall be made full and correct entries of all transactions relating to the system in accordance with the applicable Town of Neenah record retention schedule. The District shall have an annual audit of such books of record and account for the preceding operating year to be made by a recognized independent certified public accountant and shall supply such audit to Town of Neenah Officials.

5.02 DESTRUCTION OF OBSOLETE RECORDS AUTHORIZATION

The destruction of obsolete records is hereby authorized pursuant to Wis. Stats. Chapter 19.21(4) provided it is done in accordance with the guidelines and schedule set forth below.

5.03 GENERAL GUIDELINES FOR RECORDS RETENTION

The District shall follow the same record retention requirements as set forth in the Municipal Code of the Town of Neenah Chapter 8.