

## **Town of Clinton Ordinance #106 Destruction of Obsolete Public Records**

Sections:

- 106 (1) Financial Records
- 106 (2) Other Records
- 106 (3) Notice Required
- 106 (4) Limitation

**106 (1) Financial Records.** Town officers may destroy the following nonutility financial 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 Chapter 442 of the Wisconsin Statutes, but not less seven years after payment or receipt of any sum involved in the particular transaction, unless a shorter period has been fixed by the State Public Records Board pursuant to Section 16.61(3)(e), Wisconsin Statutes, and then after such shorter period:

- (a) Bank statements, deposit books, slips, and stubs
- (b) Cancelled checks and check stubs
- (c) License and permit applications and duplicates
- (d) Official bonds
- (e) Payrolls and other time and employment records
- (f) Receipt forms
- (g) Vouchers, requisitions, purchase orders, and all other supporting documents pertaining thereto
- (h) Accounts receivable
- (i) Tax reconciliation and all other supporting documents pertaining thereto

**106 (2) Other Records.**

Town officers may destroy the following records of which they are the legal custodian and which are considered obsolete, but not less than seven years after the record was effective unless another period has been set by statute, and then after such a period, or unless a shorter period has been fixed by the State Public Records Board pursuant to Section 16.61(3)(e), Wisconsin Statutes, and then after such a shorter period:

- (a) Correspondence and communications
- (b) Contracts and papers relating thereto
- (c) Financial reports other than annual financial reports
- (d) Insurance policies
- (e) Oaths of office
- (f) Reports of boards, commissions, committees, and officials duplicated in Board minutes
- (g) Petitions
- (h) Election notices
- (i) Board meeting notices and agendas

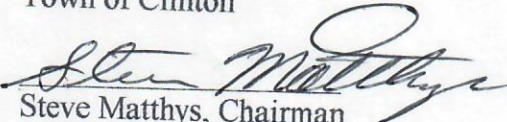
**106 (3) Historical Society Notification.** Unless the State Historical Society waives notice, at least sixty days notice shall be given the State Historical Society prior to the destruction of any record as provided by Section 19.21(4)(a), Wisconsin Statutes.

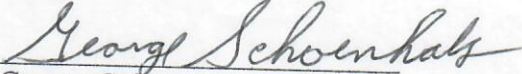
**106 (4) When Authorized.** This chapter shall not be construed to authorize the destruction of any public record after a period less than prescribed by statute or state administrative regulations.

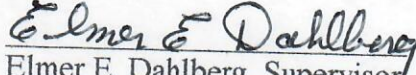
This ordinance shall take effect on the day after passage and posting as provided by law.

Dated this 8<sup>th</sup> day of January, 2002

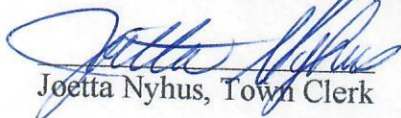
Town of Clinton

  
Steve Matthys, Chairman

  
George Schoenhals, Supervisor

  
Elmer E. Dahlberg, Supervisor

ATTEST: The Town Board, Town of Clinton, Barron County, Wisconsin, passed this ordinance at a duly noticed and convened meeting held on January 8, 2002.

  
Joetta Nyhus, Town Clerk