

**TOWN OF NORTH BEND
ORDINANCE NO. 11-01
DESTRUCTION OF OBSOLETE RECORDS**

DESTRUCTION OF PUBLIC RECORDS

Sections:

- 1.01 (1) Financial records**
- 1.01 (2) Utility records**
- 1.01 (3) Other records**
- 1.01 (4) Notice required**
- 1.01 (5) Limitation**

1.01 (1) Financial records.

Town officers may destroy the following nonutility 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 than 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 s. 16.61 (3) (e), and then after such shorter period:

- **Records which may be destroyed: Vouchers; bank statements, cancelled checks, deposit books, slips and check stubs; receipt forms; license and permit applications.**

1.01 (2) Utility records.

Town officers may destroy the following 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 Chapter 442 of the Wisconsin Statutes, subject to state Public Service Commission regulations, but not less than seven years after the record was effective unless a shorter period has been fixed by the state Public Records Board pursuant to s. 16.61 (3) (e), and then after such a shorter period, except that water stubs, receipts of current billings and customer's ledgers may be destroyed after 2 years:

1.01 (3) 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 7 years after the record was effective unless another period has been set by statute, and then after such a period, or unless a shorter period has been fixed by the state Public Records Board pursuant to s. 16.61(3) (3) and then after such a shorter period:

- **Records which may be destroyed: Election poll lists, nomination papers, election notices and proof of publication, absentee ballot applications, paper ballots, voting machine data, tally sheets and inspector statements; oaths of office.**

Real property assessment rolls and personal property assessment rolls: Retain 20 years and destroy provided "no assessment rolls containing forest crop acreage may be destroyed without prior approval of the secretary of revenue" (s. 19.21(5) (a), Stats.)

- **Records which may be destroyed: Final real property assessment rolls and personal property assessment rolls.**

1.01 (4) Historical Society notification.

Prior to the destruction of any public record described in sections 1.01 (a), (b), or (c), at least sixty days' notice in writing shall be given the State Historical Society of Wisconsin.

1.01 (5) 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.

Following passage by the Town Board, this ordinance shall take effect the day after the date of publication or posting as provided by sec. 60.80, Wis. Stats.

ADOPTED this 12th day of October, 2011.

Jay Blahn Town Board Chairperson

Posted this 20th day of October, 2011.

Attest: Karleen Young Town Clerk