

ORDINANCE #97-03-01

AN ORDINANCE ADOPTING THE RECORDS RETENTION ORDINANCE AS A CODE OF ORDINANCES FOR BUFFALO COUNTY

The Board of Supervisors of Buffalo County hereby Ordains as follows:

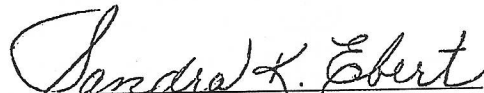
WHEREAS, Buffalo County prepared a code of ordinances entitled RECORD RETENTION ORDINANCE in pamphlet form and on February 21, 1997 place the same on file in the office of the County Clerk; and

WHEREAS, such code of ordinances has been opened to public inspection at the office of the County Clerk prior to its adoption on March 18, 1997, for a period not less than two weeks; and

WHEREAS, notice of such code of ordinances under §66.035, Wis. Stats. was given by publication in the official newspaper according to the provisions of §66.035, Wis. Stats.

NOW, THEREFORE, BE IT RESOLVED, that the RECORD RETENTION ORDINANCE FOR BUFFALO COUNTY is hereby adopted as a code of ordinances of Buffalo County and shall be kept permanently on file and open to public inspection in the office of County Clerk.

Dated: March 13, 1997


Sandra Ebert, County Clerk

ATTEST:


James Scholmeier, Chairman
Buffalo County Board of Supervisors

RECORDS RETENTION ORDINANCE

Buffalo County, Wisconsin

I.	PURPOSE.	1
II.	HISTORICAL RECORDS.	1
III.	UNLISTED RECORDS.	1
IV.	COMPUTER RECORDS	1
V.	DEFINITIONS.	1
VI.	DESTRUCTION AFTER REQUEST FOR INSPECTION.	1
VII.	DESTRUCTION PENDING LITIGATION.	1
VIII.	RETENTION SCHEDULE.	1
IX.	MICROFILMING OR OPTICAL DISK STORAGE OF DEPARTMENT RECORDS.	1
X.	REVIEW AND APPROVAL BY PUBLIC RECORDS AND FORMS BOARD	1
A.	GENERAL	2
B.	ADMINISTRATIVE COORDINATOR	4
C.	BOARD OF ADJUSTMENT	5
D.	CHILD SUPPORT	5
E.	CONSERVATION	5
F.	CORPORATION COUNSEL	5
G.	COUNTY CLERK	5
H.	COURTS	8
I.	DISTRICT ATTORNEY	9
J.	EMERGENCY GOVERNMENT	9
K.	FINANCE	9
L.	HIGHWAY	10
M.	HEALTH AND HUMAN SERVICES	10
N.	LAND CONSERVATION	18
O.	MAINTENANCE	18
P.	CORONER	18
Q.	PERSONNEL	18
R.	REGISTER OF DEEDS	19
S.	SHERIFF	19
T.	SURVEYOR	21
U.	TREASURER	21
V.	UNIVERSITY EXTENSION	22
W.	VETERANS SERVICE OFFICE	22
X.	ZONING OFFICE	23

- I. **PURPOSE.** The purpose of this chapter is to establish a county records retention schedule and authorize destruction of county records pursuant to the schedule on an annual basis. Records custodians may destroy a record prior to the time set forth in the schedule if such record has been photographically reproduced as an original record pursuant to §16.61(7), Stats.
- II. **HISTORICAL RECORDS.** The State Historical Society of Wisconsin (SHSW) has waived the required statutory 60 day notice under §19.21(5)(d), Stats., for any record marked "W" (waived notice). SHSW must be notified prior to destruction of a record marked "N" (non-waived). Notice is also required for any record not listed in this chapter. "N/A" indicates not applicable and applies to any county record designated for permanent retention.
- III. **UNLISTED RECORDS.** Unless the Public Records and Forms Board fixes a shorter period, any record not covered by this chapter or any other regulation or law shall be retained 7 years. In addition, prior to the destruction of a record not covered by this chapter or any other regulation or law, the required statutory 60 day notice under §19.21(5)(d), Stats. must be given to the State Historical Society of Wisconsin (SHSW).
- IV. **COMPUTER RECORDS** Provides information technology services for departments and stores records information electronically for departments. Record information stored electronically must be maintained pursuant to the guidelines established for the specific departmental records and county-wide records enumerated in this chapter.
- V. **DEFINITIONS.**
 - A. "Legal custodian" means the individual responsible for maintaining records pursuant to Section 19.33 Stats.
 - B. "Record" has the meaning defined in §19.32(2), Stats.
- VI. **DESTRUCTION AFTER REQUEST FOR INSPECTION.** No requested record may be destroyed until after the request is granted or 60 days after the request is denied. If an action is commenced under Section 19.37, Stats., the requested record may not be destroyed until a court order is issued and all appeals have been completed. See Section 19.35(5), Stats.
- VII. **DESTRUCTION PENDING LITIGATION.** No record subject to pending litigation shall be destroyed until the litigation has been resolved.
- VIII. **RETENTION SCHEDULE.** The following records are maintained by the various departments in the county and are subject to uniform regulation unless otherwise specified. The retention period and authority are listed with each record.
- IX. **MICROFILMING OR OPTICAL DISK STORAGE OF DEPARTMENT RECORDS.** Departments may keep and preserve public records through the use of microfilm or optical disk storage providing that the applicable standards established in Sections 16.61(7) and 16.612, Wis. Stats. respectively are met. Departments should consider factors such as retention periods and estimated costs and benefits of converting records between different media in deciding which records to microfilm or store on optical disk. After verification paper records converted to either microfilm or optical disk storage should be destroyed. The retention periods identified in this ordinance apply to records in any media.
- X. **REVIEW AND APPROVAL BY PUBLIC RECORDS AND FORMS BOARD.** This chapter has been reviewed and approved by the Public Records and Forms Board.

<u>RECORD</u>	<u>RETENTION</u>	<u>AUTHORITY</u>	<u>W-N-N/A</u>
A. GENERAL			
1. Committee minutes	6 years after date of publication	59.717(1), Stats.	N
2. Taped Meeting Minutes	90 days after approval of written minutes		
3. Contracts, leases, agreements, notices of taking bids	7 years after the last effective day thereof	59.715(10), Stats.	W
4. Insurance policies			
a. Claims	See Sec. B		
b. Master Contracts	Permanent		N/A
5. Canceled checks	7 years	59.715(18), Stats.	W
6. Receipts	7 years		W
7. Accounts payable- purchasing invoices/vouchers/ detail listing/vendor listing	7 years		W
8. Accounts receivable/ receipts	7 years		W
9. Receipt journals	7 years		W
10. Vouchers/order register	7 years		W
11. General journal	7 years		N
12. Construction plans for county buildings & bridges	Life of structure		N
13. Blueprints	Until superseded by as-built tracings		N
14. As-built tracings	Life of project		N
15. Warranty records	Life of product or end of warrant, whichever occurs first		W
16. Any record subject to litigation, claim, audit or other action	Until permission to destroy obtained from Corporation Counsel		W

17. Citations (copies)	2 years	W
18. Correspondence	3 years	W
19. Fleet car usage, purchase requisitions	1 year after audit	W
20. Purchase orders	7 years	W
21. Bids and proposals, successful	7 years after contract expiration	W
22. Bids and proposals, unsuccessful	1 year after audit	W
23. Public Works contracts		W
a. Notice to contractors		
(1) Successful bidders	7 years	
(2) Unsuccessful bidders	2 years	
b. Bidder's proof of responsibility		
(1) Successful bidders	7 years	
(2) Unsuccessful bidders	2 years	
c. Bids		
(1) Successful bidders	7 years after completion of project	
(2) Unsuccessful bidders	2 years	
d. Affidavit of organiza- tion & authority		
(1) Successful bidders	7 years after project completion	
(2) Unsuccessful bidders	2 years	
e. Bid tabulations	2 years	
f. Performance bond	7 years after completion of project	
g. Contract	7 years after completion of project	
h. Master project files	20 years	

B. ADMINISTRATIVE COORDINATOR

- | | | | |
|---|--|--------------|---|
| 1. Workers Compensation and Liability Claims | 12 years after closure | | W |
| 2. General Liability and Property Damage Claims | 3 years after closure | | W |
| 3. Hauler licenses/ applications | 2 years after renewal | | W |
| 4. County Development Plan | Until superseded | | W |
| 5. Land Information Plan | Until superseded | | W |
| 6. Waste Management Plan | Until superseded | | W |
| 7. Bond & coupon record book, general obligation bonds | 7 years after bond issue expires or following payment of all outstanding matured bonds, notes, coupons, whichever is later | | W |
| 8. Supervisory district plan and map | Until next apportionment | 59.03 Stats. | W |
| 9. Commercial Driver's License Drug and Alcohol Testing Program | | | |
| a. Records of employee test results indicating BAC of 0.02 or greater or positive drug test | 5 years | | W |
| b. Documentation of refusals to take required test | 5 years | | W |
| c. Referral, evaluation, treatment & related documents | 5 years | | W |
| d. Equipment calibration documentation | 5 years | | W |
| e. Return-to-duty and follow up testing | 5 years | | W |
| f. Annual management information system (MIS report) | 5 years | | W |
| g. Other records related to collection process | 2 years | | W |

h. Education and training records 2 years W

i. Test records indicating BAC less than 0.02 or negative drug tests or cancelled tests 1 year W

C. BOARD OF ADJUSTMENT

1. Decisions and supporting documents See Sec. X

D. CHILD SUPPORT

1. Expenditure reports & supporting documentation 3 years 45 CFR 74.20 - 74.24 W

2. Statistical reports & supporting documentation 3 years 45 CFR 73.20 - 74.25 N

3. Client/case records including client/attorney information Until youngest child reaches age 21 W

4. Records of required client notification 3 years 45 CFR 73.20 - 74.25 W

E. CONSERVATION

Records relating to projects involving state or federal funding shall be maintained per NR 120.26 or other applicable statute or regulation.

F. CORPORATION COUNSEL

1. Case files/non-litigation 3 years W

2. Case files/litigation 3 years after closure or when appeal time has run, whichever is longer or per SCR W

3. Legal memos 7 years W

4. Legal opinions Permanent N/A

G. COUNTY CLERK

1. Records of Lic. claims forwarded to DNR 1 year 59.715(3), Stats. W

2. Lists of town, city & village officers certified to county clerk After the date of expiration of term listed 59.715(4), Stats. N

3.	Crop reports by local assessors	3 years	59.715(5), Stats.	N
4.	Notices of application for taking of tax deeds & certification of non-occupancy, proofs of service & tax certificates filed	15 years	59.715(7), Stats.	W
5.	Official bonds	6 years	59.715(8), Stats.	W
6.	Claims paid by county & supporting papers	7 years	59.715(9), Stats.	W
7.	Reports of town treasurers on dog licenses sold & records of dog licenses issued	3 years	59.715(12), Stats.	W
8.	Copies of receipts issued by treasurer	4 years or until audited, whichever is earlier	59.715(14), Stats.	W
9.	Copies of notices to town assessors setting out lands sold by the county & owned by county	3 years	59.715(15), Stats.	W
10.	Oaths of office	7 years	59.715(19), Stats.	W
11.	Marriage license applications & supporting papers	10 years	59.715(22), Stats.	W
12.	Original papers, resolutions, ordinances & reports appearing in county board proceedings	6 years after date	59.717(1), Stats. of publication	N
13.	Committee minutes	6 years after date of publication	59.717(1), Stats.	N
14.	Deeds	Permanent or listing of when & where recorded		N/A
15.	Abstracts & certificates of title, title insurance policies	Permanent or as long as land owned		N/A
16.	Canceled bonds, coupons & promissory notes	Until audited		W
17.	U.S. Geological survey maps	Until next set of maps received		W

18. Report of functional jurisdiction of roads	10 years or until next report received		W
19. Certified mileage lists	Until next list received		W
20. Town plats	3 years		W
21. Award of damage for scenic rights	Until recorded		W
22. Relocation orders/maps	Retain latest revision for each project		W
23. Mill rates from towns	2 years		W
24. Journal of Proceedings	6 years after date of publication		N
25. Canceled voter registration cards	4 years after cancellation	7.23(1)(c), Stats.	W
26. Election financial reports; election financial registration statements	6 years	7.23(1)(d), Stats.	W
27. Registration & poll lists:		7.23(1)(e), Stats.	W
- non-partisan primary or election	2 years		
- partisan primary or elections	4 years		
- elections prior to 1940			N
28. Nominations for County Offices			N
- pre-1940			W
- post 1940			
29. Federal election records other than registration cards	22 months	7.23(1)(f), Stats.	W
30. Detachable recording units and compartments on electronic voting machines	14 days after primary and 21 days after any other election-clear or erase after transfer to a disk or other recording medium	7.23(1)(g), Stats.	W
31. Disk or other recording medium containing #31 above	22 months after date of election	7.23(1)(g), Stats.	W
32. Any election ballots	30 days after election	7.23(1)(h), Stats.	W
33. Official election canvasses	10 years after election	7.23(1)(i), Stats.	W

34. Election notices, proofs of publication & correspondence	1 year after date of election unless contested, then by court order	7.23(1)(j), Stats.	W
35. All other election materials & supplies	90 days after election	7.23(1)(k), Stats.	W
36. Records transferred by a registrant who submits a dissolution report after primary and general elections	3 years after their last election	10.74(8)(e), Stats.	W
37. Farmland Preservation Program Applications			
38. Snowmobile Grants			
39. Wildlife Damage Abatement			
40. Keying list	Until superseded		W
41. Notices of tax apportionment from Secretary of State	3 years	59.715(1), Stats.	W
42. Copies of notices of tax apportionment sent to local taxing districts by County Clerk	3 years	59.715(2), Stats.	W

H. COURTS

Circuit Court Clerk of Court	Court Commissioner Register In Probate
---------------------------------	---

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. For questions, contact the Director of State Courts, 110 E. Madison St., Suite 315, Madison, WI 53703 (608-266-3121). Records not specified therein of a general county-wide nature shall be retained pursuant to subs. A of this ordinance.

1. Records of child in shelter care	Until child's 21st birthday except permanent register of names of children & dates of admission & release	HSS 59.07(3)(b)	W
2. Juvenile secure facility records	10 years after 18th birthday	HSS 346.13 and SCR 72	W
3. Cassette Tapes of Court Commissioner Hearings	60 days after expiration of time for appeal, or until transcribed		

I. DISTRICT ATTORNEY

District Attorney records are governed by state record retention schedules--Reference 505/142 through 505/148. Call the Public Records and Forms Board at 608-266-2996 or the State Prosecutors Office at 608-267-2700 for information on retention and disposition of these records.

J. EMERGENCY GOVERNMENT

- | | | |
|---|---------------|---|
| 1. Federal Emergency Management Agency Grants | 7 years | W |
| 2. State SARA Title III Grants | 7 years | W |
| 3. Emergency Response Plans | Until updated | W |

K. FINANCE

- | | | |
|---|------------------------------|---|
| 1. All accounts of county and books of account | 7 years | W |
| 2. General ledger | 15 years | N |
| 3. Balancing reports | 4 years | W |
| 4. Payroll registers, other payroll report, and social security and retirement earnings reports | 10 years | W |
| 5. Withholding allowance certificates, employee wage and tax statements, and other tax records | 7 years | W |
| 6. Time cards, attendance records, salary schedule | 7 years | W |
| 7. Insurance records | 7 years | W |
| 8. Garnishment records | 7 years | W |
| 9. Rough work papers used in payroll calculations | 3 years | W |
| 10. Unemployment compensation records | 3 years | W |
| 11. Retirement records | 8 years after end of service | W |
| 12. Deferred compensation payment records | 8 years after end of service | W |
| 13. Equipment & furnishings | Until superseded | |

	inventories			W
14.	Property inventory	Until superseded		W
15.	Check register/ treasurer cash	7 years		W
16.	Journal entries & any audits or journal entries	7 years		W
17.	General ledger, trial balance	10 years		W
18.	Budget, vendor listing, payables	3 years		W
L. HIGHWAY				
1.	Machinery, time sheets	1 year after machinery replaced		W
2.	Permits	Permanent		N/A
3.	State gas reports	3 years		W
4.	Accident reports (copies)	7 years		W
5.	Insurance reports (copies)	3 years		W
6.	Stock control records	2 years		W
7.	Fuel usage reports	3 years		W
8.	Heavy equipment and vehicle inventory ledger	Until superseded		W
9.	Vehicle maintenance histories	Life of vehicle		W
10.	Vehicle usage reports	2 years		W
M. HEALTH AND HUMAN SERVICES				
1.	Ch. 49 case records & other materials of all public assistance kept as required	If no payments have been made for at least 3 years & a face sheet & financial record of payments for each aid account are preserved in accordance with rules adopted by DHSS, set out below.	59.715(21), Stats.	N

a. Open public assistance
case records:

(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 & recipients; and any other documents needed to support income maintenance agency decisions

Keep for most recent
6 year period

HSS 245.03(1)(a)

(2) Sheets which document the verification of unchangeable items, such as social security numbers, birth dates, & citizenship

As long as case is open

HSS 245.03(1)(b)

(3) Financial record for all payments not on file in CRN or CARES

As long as case is open

HSS 245.03(1)(c)

b. Closed public assistance
cases & denied cases:

N

(1) Records specified in
1.a.(1), above

36 months following
date of closing

HSS 245.03(2)(a)

(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

6 years from date of
closing

HSS 245.03(2)(b)

(3) Most recent data form and records specified in 1.a.(2), above

36 months from date
of denial

HSS 245.03(2)(c)

2. Social service case files

3 years after case is
closed

DHSS Memo (82-1A)N

a. State required case documentation;
initial contact sheet;
notice of agency action;
social services face sheet;
social services agreement;
social services narrative;

financial information;
any other records documenting client eligibility and activity

b. State required & county developed case documentation; assessment or diagnostic forms, records & narratives; social and medical histories; copies of court reports pertinent to the case; release of information forms; client progress notes; case review forms; client or service agreements; forms and documentation of eligibility or financial status

3 years after case is closed

c. Social services records for cases not 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

1 year after final action/determination

3. Ch. 51 treatment records

a. 7 years after treatment unless specified below

HSS 92.12

W

b. In the case of a minor, until the person becomes 19 years of age or until 7 years after treatment, whichever is longer

c. Any record undergoing federal or state audit shall be maintained until completion of the audit

d. Records relating to legal actions shall be maintained until completion of legal action

e. Records relating to billing or collections shall be maintained as long as the files are active.

HSS 1.06(3)(d)

Records remain active as long as liability exists with the following exception: For inpatient mental health services, client records may be placed in inactive status when third-party sources are exhausted and it has been determined the responsible parties have a permanent inability or unlikely future ability to pay

f. Inactive client records shall be available for audit purposes and kept a minimum of 5 years with the following exception: Where liability for inpatient mental health services remains, client records shall be kept a minimum of 10 years after the last transaction is posted to the record

HSS 1.06(3)(e)

4. Payee records including bills, checkbook register, letters and S.S. reports, Medicare Reports of Payment, Bank statements, Statements of Account Reconciliation, Purchase Receipts 7 years

5. Case management files 7 years

W

6. Payee misc. documents 3 months after audit completed

W

7. Child-placing agency records

W

a. 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

7 years after case closed

W

c. Individual foster home records for each foster home used by the agency, which includes signed applications and agreements

7 years

W

d. Individual records of studied adoptive applicants

7 years

W

e. Personnel records	7 years		W
f. Financial reports and audits	7 years		W
g. 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	2 years after the license or certificate is no longer active		W
h. Licensing and certification records for above types of facilities where license or certificate was not approved.	1 year after final action/determination		W
i. Adoption records; county agencies providing child welfare services under s. 48.56 or child-placing agencies licensed under s. 48.60 Wis. Stats., should follow the detailed procedures for adoption information search and disclosure detailed in HSS 53.	Permanent	HSS 53.07(1)	N/A
8. Third-party recovery records	One year after case closure; recommend microfilming essential information		W
9. Fraud referral records			W
a. Unfounded	3 years after determination; recommend microfilming essential information		W
b. Founded - referred D.A.	7 years after determination; recommend microfilming essential information		W

c. Founded - other

5 years after determination;
recommend microfilming
essential information

W

10. Office on Aging

All financial and programmatic records, supporting documents, statistical records, and other records which are required to be maintained by the terms of the grant/contract or otherwise reasonably considered as pertinent to the grant/contract are governed by federal DHSS Regulations Title 45 part 74 Subpart D.

a. Records as defined above

3 years from date the
Office on Aging submits to
HSS the last federal expen-
diture report for each
grant award

W

b. Litigation, claims,
audit or other action
involving records

Completion of action &
resolution of all issues
or the normal 3 year
period, whichever is
later

W

c. Equipment records

3 years from date of
disposition, replacement
or transfer. (Direction of
awarding agency)

d. Indirect cost rate pro-
posals & cost allocation
plans

3 years from the end of
the contract covered by
the plan or proposal

W

e. Non-expendable property
acquired with Title III or
other federal or state funds

At least 3 years after
final sale or disposition

W

f. In case of litigation, claim, audit or other action involving records or records concerning non-expendable property, such records may not be disposed until authorization has been obtained by the awarding agency to dispose of records.

11. Public Health Nurse

a. Administrative Records

(1) Mission Statement,
philosophy, purpose

7 years

19.21, Stats.

W

(2) Agency goals, objectives
short and long term
strategic plans

7 years

19.21, Stats.

W

(3) Agency program
evaluation

7 years

19.21, Stats.

W

(4) Job descriptions, other personnel records	7 years	19.21, Stats.	W
(5) Incident/Injury reports	7 years/1 year after settlement	19.21, Stats.	W
(6) Inventories: facility and equipment	7 years	19.21, Stats.	W
(7) Program policies, procedures	7 years	19.21, Stats.	W
(8) Daily activity reports	7 years	19.21, Stats.	W
(9) Fiscal records, accounting	7 years	19.21, Stats.	W
(10) Taped meeting minutes	90 days after approval and publication	19.21, Stats.	W
(11) Grants	7 years or unless otherwise specified		
(12) Inventory on non-expendable personal property	7 years after disposal of property	19.21, Stats.	W
(13) Meetings agendas/minutes	7 years	19.21, Stats.	W
(14) Annual reports	Permanent		
(15) General correspondence	7 years		
(16) W.I.C.	3 full fiscal years plus 150 days	7 CFR 246.25	
b. Client/Family Care Records			
(1) Birth Certificate information	Not longer than 1 year	69.20(3)(c), Stats.	W
(2) Client Record/Patient Care Record	7 years	19.21, Stats.	W
(3) Family Care Record	7 years	19.21, Stats.	W
(4) Health Check/Well Child	7 years	19.21, Stats.	W
(5) Short Term Record	7 years	19.21, Stats.	W
(6) Care Coordination	7 years	19.21, Stats.	W
c. Communicable Disease Records			
(1) Immunization Record	7 years	19.21, Stats.	W

(2) Signature of person to receive vaccine or person authorized to make request for immunization 10 years

(3) Immunization Administration Permanent Record

(4) Communicable Disease Reports (4151)-Local copy (Original to State Epidemiologist) 7 years

(5) STD Report (4343) - Local copy (Original to State Epidemiologist) 7 years

(6) Communicable Disease Outbreak Records [DOH 4142 (Rev. 8/86) and is complete DOH 9081] (Original to State Epidemiologist) Until investigation is complete

d. Community Education

(1) Curriculum 7 years

(2) Education materials 7 years

(3) Program materials 7 years

(4) Evaluation 7 years

e. Environmental Health Records

(1) Licensed Establishments Inspection Reports 3 years

(2) Variance Approvals Permanent

(3) On-Site Wast Hold until system is abandoned

(4) Well/Septic Permits Hold until system is abandoned

(5) Water Sample Reports 7 years

(6) Health Hazard Investigations 7 years

Correspondence from William Foege, MD, September 1, 1982

National Childhood Injury Act of 1986, Section 2125 PHS Act of 42 U.S.C. §300aa-25 (Supp.1987)

50.535 and HSS 192

N. LAND CONSERVATION

1. Aerial Photography	Permanent	N/A
2. Information Resource Management (required by State)	Until Superseded	W
3. Notices of Non-Compliance	Permanent	W
4. Ordinance Permits	Permanent	W
5. All records required by County and State Programs, including by not limited to: NR 120, ATCP 50, NR 243, and NR 333	Until Superseded or Satisfaction of Contract	W

O. MAINTENANCE

1. Blueprints	Permanent or until building disposed of	N/A
2. Shop drawings	Permanent	N/A
3. Equipment & machine maintenance records	Life of equipment	W
4. Utility usage	5 years	W
5. Inventory	Until superseded	W
6. Receipts from County Treasurer	4 years or until audited, whichever is sooner	W
7. Material data sheets	7 years after product used up	W

P. CORONER

1. Homicide or suspicious death records	75 years	W
2. All other records	7 years unless subject to litigation and then until litigation resolved	W

Q. PERSONNEL

1. Department training records	7 years	W
2. Performance evaluations and medical records	5 years	W

3.	EEO-4 reports, obsolete job description and any 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 of training	3 years 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 the action		W
4.	Union contracts and grievance, mediation and arbitration records	Permanent		N/A
5.	Individual employee personnel files	8 years after end of service		W
6.	Directives and policies	7 years after being updated or terminated		W
R. REGISTER OF DEEDS				
1.	Obsolete documents pertaining to chattels, including final books of entry	6 years, with county board approval	59.51(14), Stats.	W
S. SHERIFF				
1.	Process Division			
	a. Attorney letters	7 years		W
	b. Proof of service	7 years		W
	c. Correspondence instructing civil process service	7 years		W
	d. Process receipt print-outs	7 years		W
	e. Process deposit receipts	7 years		W
2.	Jail Division			
	a. Dockets, daily jail records & cash books	8 years	59.23(8), Stats.	N
	b. Check book	7 years		W

c. Ledger sheets	7 years		W
d. Accounts work sheets	7 years		W
e. Meal books	7 years		W
f. Visit log	7 years		W
g. Menus	7 years		W
h. Jail billing	8 years	59.23(8), Stats.	W
i. Bond receipts	8 years	59.23(8), Stats.	W
j. Daily bond	8 years	59.23(8), Stats.	W
k. Inmate files: Disciplinary forms Huber revocation forms Employer information forms Employer job search verification sheets Court orders	8 years after release of inmate	59.23(8), Stats. DOC 348.09(1) DOC 348.09(3)	W
l. Daily work location forms	8 years	59.23(8), Stats.	W
m. Inmate daily activity log forms	8 years	59.23(8), Stats.	W
n. Phone logs	8 years	59.23(8), Stats.	W
o. Huber rules forms	8 years	59.23(8), Stats.	W
p. Jailer logs	8 years	59.23(8), Stats.	W
q. Daily cell block check sheets	8 years	59.23(8), Stats.	W
r. Medical records	8 years	59.23(8), Stats. DOC 348.09(2)	W
s. Booking sheets	permanent		N/A
3. Deputy Records			
a. Ordinance violation citations	2 years		W
b. Arrest records	8 years	59.23(8), Stats.	W
c. Incident records	10 years	59.23(8), Stats.	W
d. Evidence cards	10 years	59.23(8), Stats.	W

e. Uniform traffic citations	1 year after closed, disposed or canceled		W
f. Work schedules	7 years		W
g. Wisconsin accident reports	8 years	59.23(8), Stats.	W
h. Incident record	10 years		W
4. Dispatch Records			
a. Telecommunicator's radio log	120 days		W
b. Telecommunication Audio tapes	120 days		W
c. Mobile Video Tapes	120 days		W
T. SURVEYOR			
1. Plats	Permanent		N/A
2. Assessors plats	Permanent		N/A
3. Aerial photographs	Until superseded N		
4. Certified surveys	Permanent		N/A
5. Section Corner Monument location documentation	Permanent	59.60(a)	N/A
U. TREASURER			
1. General receipts and settlement receipts	7 years	59.715(17), Stats.	W
2. Municipal tax rolls (See also "Planning & Development")	15 years	59.717(2), Stats.	N
3. Balancing reports	3 years		W
4. Accounts payable/detail listing/check register (copies)	3 years		W
5. General receipts combined	3 years		W
6. Bank reconciliations	7 years		W

7.	Outstanding checks	7 years		W
8.	Check register	7 years		W
9.	Deposit tickets	1 year after audit		W
10.	Bank credit/debit notices	1 year after audit		W
11.	Tax receipts	15 years	59.715(16), Stats.	W
12.	All other receipts of county treasurer	7 years	59.715(17), Stats.	W
13.	Real Property Work Sheets (Based on Assessment Work Roll)	Permanent		N/A
14.	Copies of Deeds	7 years		
15.	Application for Tax Deed	7 years		
16.	Investment Spreadsheet	7 years		
17.	Settlement with Municipalities	7 years		
18.	Land Records Plan	Until superseded		
19.	Land Records Grant Application, Contracts, Bill and Receipts	6 years after project completion		
20.	Assessments, Real Estate with a 7 years retention			N
21.	RFP and RFI Unsuccessful	3 years after project completion		
	Successful	15 years after project completion		
22.	Investment records	6 years		W
23.	Illegal tax certificates charged back to local tax districts	3 years after charging back	59.715(6), Stats.	W
24.	Bank statements	4 years		W

V. UNIVERSITY EXTENSION

No records covered at this time.

W. VETERANS SERVICE OFFICE

1.	Regulations	Until superseded		W
----	-------------	------------------	--	---

- | | | | |
|-------------------------|--|--|----|
| 2. | Military separation records of veterans | Permanent | |
| 3. | News releases | 6 years | |
| 4. | Grave registration files | Permanent (Suggest micro-film after 6 years) | |
| 5. | Veterans' benefit case files | 2 years after inactive | |
| 6. | Wisconsin Department of Veterans' Affairs bulletins | Until superseded | |
| X. ZONING OFFICE | | | |
| 1. | Aerial photographs | Until superseded | N/ |
| 2. | Permit applications | Permanent | N/ |
| 3. | Code compliance and inspection reports | Permanent | N/ |
| 4. | Permit ledger | Permanent | N/ |
| 5. | Board of Adjustment decisions and supporting documentation | Permanent | N |
| 6. | Certified surveys | Permanent | |

