

STATE OF WISCONSIN  
Town of Carson  
Portage County

## SECTION 1 – TITLE AND PURPOSE

This ordinance is entitled the Town of Carson Destruction of Obsolete Records Ordinance. The purpose of this ordinance is to provide the town officers of the Town of Carson with the authority to destroy certain obsolete public records in the possession of the Town of Carson.

## SECTION II – AUTHORITY

The Town Board of the Town of Carson, Portage County, Wisconsin, has the specific authority under s. 19.21 (4), Wis. Stats., to manage and destroy obsolete public records in the possession of the Town of Carson.

## SECTION III – ADOPTION OF ORDINANCE

This ordinance, adopted by a majority of the town board on a roll call vote with a quorum present and voting and proper notice having been given, authorizes the powers and establishes the duties of the town officers of the Town of Carson to manage and destroy obsolete public records in the possession of the Town of Carson.

## SECTION IV – FINANCIAL RECORDS

The Town of Carson Clerk and/or Treasurer may destroy the following 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 than seven years after payment of receipt of any sum involved in the particular transaction, unless a shorter period has been fixed by the State Public Record Board, pursuant to Sec. 16.16(3)(e), Wis. Stats., and then after such shorter period:

- (1.) Bank statements, deposit books, slips and stubs.
- (2.) Bonds and coupons after maturity
- (3.) Canceled checks, duplicates, and check stubs.
- (4.) License and permit applications, stubs, and duplicates.
- (5.) Payrolls and other time and employment records of personnel included under the Wisconsin Retirement Fund.
- (6.) Receipt forms.
- (7.) Special assessment records.
- (8.) Vouchers, requisitions, purchase orders, and all other supporting documents pertaining thereto.

## SECTION V – OTHER RECORDS

The Town of Carson Clerk and/or Treasurer 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 Sec. 16.61(3) (e), Wis. Stats., and then after such a period.

- (1.) Contracts and papers relating thereto.
- (2.) Correspondence and communications.
- (3.) Financial reports other than annual financial reports.
- (4.) Oaths of office.
- (5.) Reports of boards, commissions, committees, and officials duplicated in the Town Board proceedings.
- (6.) Election notices and proofs of publication.
- (7.) Canceled voter registration cards.
- (8.) Other election materials.

## SECTION VI – HISTORICAL SOCIETY NOTIFICATION

Prior to the destruction of any public record described in Sections IV and V, at least 60 days' notice in writing shall be given to the State Historical Society of Wisconsin.

## SECTION VII – EFFECTIVE DATE, CONSTRUCTION

This ordinance is effective on publication or posting.

This ordinance shall not be construed to authorize the destruction of any public record after a period less than prescribed by statute or state administration rules.

The town clerk shall properly post or publish this ordinance as required under s 60.80, Wis stats.

Adopted this 13<sup>th</sup> day of June, 2017.

Wallace J. Zywicki  
Town Chairman

Kenneth J. Zarecki  
Town Supervisor

John A. Jozdewski  
Town Supervisor

Attest: Annette M. Stashek  
Town Clerk