

CHAPTER 18 Door County Code
RECORD RETENTION POLICY OF DOOR COUNTY

TABLE OF CONTENTS

- I. PURPOSE
- II. HISTORICAL RECORDS
- III. DEFINITIONS
- IV. GENERAL
- V. DESTRUCTION AFTER REQUEST FOR INSPECTION
- VI. DESTRUCTION PENDING LITIGATION OR AUDIT
- VII. MICROFILMING OR OPTICAL DISK STORAGE OF DEPARTMENT RECORDS
- VIII. ANTIQUATED RECORDS
- IX. RETENTION SCHEDULE
 - A. General
 - B. Airport
 - C. Board of Adjustment
 - D. Child Support
 - E. Clerk of Court
 - F. Community Programs
 - G. Corporation Counsel
 - H. County Clerk
 - I. District Attorney
 - J. Emergency Services
 - K. Fair Park
 - L. Finance
 - M. Health
 - 1. Administrative Records
 - 2. Client/Family Care Records
 - 3. Communicable Disease Records
 - 4. Community Education
 - 5. School Health Records
 - N. Highway Department
 - O. Human Resources
 - P. Information Systems
 - Q. Library
 - R. Maintenance
 - S. Parks Department
 - T. Planning and Zoning
 - U. Real Property Listing
 - V. Register of Deeds
 - W. Sanitarian
 - X. Senior Resource Center
 - Y. Sheriff
 - Z. Social Services
 - AA. Soil and Water Conservation
 - BB. Treasurer
 - CC. University Extension
 - DD. Veteran's Service Office

SECTION 1. PURPOSE

The purpose of this chapter is to establish a county record 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 only if such a record has been reproduced as an original record pursuant to s. 16.61(7) or s. 16.612, Wis. Stats. Any record not covered by this chapter or any other regulation or law shall be retained seven (7) years unless the record is added by amendment to the ordinance/resolution and the shorter period is approved by the state Public Records and Forms Board.

SECTION 2. HISTORICAL RECORDS

The Wisconsin Historical Society (“WHS”) has waived the required statutory sixty (60) day notice under s. 19.21(5)(d), Wis. Stats., for any record marked “**W**” (**waived notice**). WHS 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.

SECTION 3. DEFINITIONS

A. “Authority” means authority as defined in s. 19.32, Wis. Stats.:

- (1) “Authority” means any of the following having custody of a record: a state or local office, elected official, agency, board, commission, committee, council, department or public body corporate and politic created by constitution, law, ordinance, rule or order; a governmental or quasi-governmental corporation except for the Bradley sports and entertainment corporation; a local exposition district under subch. II of ch. 229; a family care district under s. 46.2895; any court of law; the assembly or senate; a nonprofit corporation which receives more than 50% of its funds from a county or municipality, as defined in s. 59.001(3), and which provides services related to public health or safety to the county or municipality; a nonprofit corporation operating the Olympic ice training center under s. 42.11(3); or a formally constituted subunit of any of the foregoing.

(1m) “Person authorized by the individual” means the parent, guardian, as defined in s. 48.02(8), or legal custodian, as defined in s. 48.02(11), of a child, as defined in s. 48.02(2), the guardian, as defined in s. 880.01(3), of an individual judged incompetent, as defined in s. 880.01(4), the personal representative or spouse of an individual who is deceased or any person authorized, in writing, by the individual to exercise the rights granted under this section.

(1r) “Personally identifiable information” has the meaning specified in s. 19.62(5).

- (2) “Record” means any material on which written, drawn, printed, spoken, visual or electromagnetic information is recorded or preserved, regardless of physical form or characteristics, which has been created or is being kept by an authority. “Record” includes, but is not limited to, handwritten, typed or printed pages, maps, charts, photographs, films, recordings, tapes (including computer tapes), computer printouts and optical disks. “Record” does not include drafts, notes, preliminary computations and like materials prepared for the originator’s personal use or prepared by the originator in the name of a person for whom the originator is working; materials which are purely the personal property of the custodian and have no relation to his or her office; materials to which access is limited by copyright, patent or bequest; and published materials in the possession of an authority other than a public library which are available for sale, or which are available for inspection at a public library.
- (3) “Requester” means any person who requests inspection or copies of a record, except a committed or incarcerated person, unless the person requests inspection or copies of a record that contains specific references to that person or his or her minor children for whom he or she has not been denied physical placement under ch. 767, and the record is otherwise accessible to the person by law.

B. “Legal Custodians” means legal custodians as defined in s. 19.33, Wis. Stats.:

- (1) An elected official is the legal custodian of his or her records and the records of his or her office, but the official may designate an employee of his or her staff to act as the legal custodian.
- (2) Unless otherwise prohibited by law, the County Clerk or the Clerk’s designee shall act as legal custodian for the County Board and for any committees, boards, or authorities created by ordinance or resolution of the County Board. The County Clerk shall make any designations

under this subsection in writing and display a list of designees together with the information required to be displayed by Section 3(D) of this Chapter.

- (3) For every authority not specified in subsection (1) or (2), the authority's chief administrative officer is the legal custodian for the authority, but the officer may designate an employee of his or her staff to act as the legal custodian.
 - (4) Each legal custodian shall name a person to act as legal custodian in his or her absence or the absence of his or her designee. This subsection does not apply to members of the County Board.
 - (5) The designation of a legal custodian does not affect the powers and duties of an authority under this subchapter.
- C. "RDA" is defined as Retention/Disposition Authorization.
- D. Procedural Information: Pursuant to s. 19.34, Wis. Stats., and the guidelines listed therein, each authority shall adopt, prominently display and make available for inspection and copy at its offices, for the guidance of the public, a notice containing a description of its organization and the established times and places at which, the legal custodian under s. 19.33 from whom, and the methods whereby, the public may obtain information and access to records in its custody, make requests for records, or obtain copies of records, and the costs thereof. This subsection does not apply to members of the County Board.
- E. Access to Records; Fees:
- (1) The rights of any person who requests inspections or copies of a record are governed by the provisions and guidelines of s. 19.35 to 1939, Wis. Stats.
 - (2) Fees
 - a. Each authority shall impose a fee upon the requester of a copy of a record which may not exceed the actual, necessary and direct cost of reproduction and transcription of the record, unless a fee is otherwise specifically established or authorized to be established by law.
 - b. Each authority shall impose a fee upon the requester of a copy of a record for the actual, necessary and direct cost of photographing and photographic processing if the authority provides a photograph of a record, the form of which does not permit copying.
 - c. Except as otherwise provided by law or as authority to be prescribed by law, an authority shall impose a fee upon a requester for locating a record, not exceeding the actual, necessary and direct cost of location, if the cost is \$50.00 or more.
 - d. Each authority shall impose a fee upon a requester for the actual, necessary and direct cost of mailing or shipping of any copy or photograph of a record which is mailed or shipped to the requester.
 - e. An authority may provide copies of a record without charge or at a reduced charge where the authority determines that waiver or reduction of the fee is in the public interest.
 - f. Each authority may require prepayment by a requester of any fee or fees imposed under this subsection if the total amount exceeds \$5.
 - (3) Each authority in acting upon a request for any record shall respond within the times and according to the procedures set out in s. 19.35(4), Wis. Stats.
- F. Separation of Information: If a record contains information that may be made public and information that may not be made public pursuant to s. 19.36, Wis. Stats., the authority having custody of the records shall provide information that may be made public and delete the information that may not be made public from the record before release. Each authority shall consult with the County Corporation Counsel before releasing any information under this subsection.

SECTION 4. GENERAL

All Door County records for which a specific retention period is *not* established by State Statutes, Administrative Code, Federal law or regulation, shall be retained by Door County for a period of not less than seven (7) years, *unless* another retention period is designated in this ordinance/resolution.

SECTION 5. DESTRUCTION AFTER REQUEST FOR INSPECTION

No record, which has been requested by the public, may be destroyed until after the request is granted or 60 days after the request is denied. If an action is commenced under s. 19.37, Wis. Stats., the requested record may not be destroyed until a court order is issued and all appeals have been completed. See s. 19.35(5), Wis. Stats.

SECTION 6. DESTRUCTION PENDING LITIGATION OR AUDIT

No record subject to pending litigation or audit shall be destroyed until the litigation or audit has been resolved.

SECTION 7. 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 the applicable standards are established in s. 16.61(7) and 16.612, Wis. Stats., respectively are met. (See also Dept. of Adm. Memo of 06/30/93 on imaging and Adm. 12, Wis. Adm. Code). 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/resolution apply to records in any media.

SECTION 8. ANTIQUATED RECORDS

Obsolete, antiquated records which have no administrative use may be destroyed upon enactment of this ordinance/resolution after notice to the Wisconsin Historical Society. (See Section 2 of this Chapter).

SECTION 9A. GENERAL 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 is listed with each record. The authority is listed where provided by law. Authority, where none is stated, is the ordinance itself.

	<u>Record</u>	<u>Retention</u>	<u>Authority</u>	<u>WHS Notification</u>
1.	Contracts, leases, agreements, notices of taking bids	7 yrs after last effective date thereof	§59.52(4)	W
2.	Insurance Policies a. Claims b. Master Contracts	Permanent		N/A
3.	Cancelled Checks	7 years	§59.52(4)	W
4.	Receipts	7 years	§59.52(4)	W
5.	Accounts Payable- purchasing invoices/ vouchers/detail listing, vendor listing	7 years		W
6.	Accounts receivable/ receipts	7 years*		W
7.	Receipt journals	7 years*		W
8.	Accounts receivable, paid	CR + 2 years		W
9.	Vouchers/order register	7 years*		W
10.	General Journal	7 years*		N
11.	Construction plans for County buildings/bridges	Life of structure		N
12.	Blueprints	Until superseded by as-built tracings		N
13.	As-built tracings	Life of project		N
14.	Personnel Records	See Human Resources		W
15.	Warranty Records	Life of Product or end of warranty, whichever occurs first		W
16.	Any record subject to litigation, claim, audit or other action	Until permission obtained from Corp. Counsel to destroy		N/A
17.	Citations (copies)	2 years		W
18.	Correspondence	3 years		W
19.	Fleet car usage, purchase requisitions	1 year after audit		W

	<u>Record</u>	<u>Retention</u>	<u>Authority</u>	<u>WHS Notification</u>
20.	Purchase Orders	7 years		W
21.	Bids & Proposals, successful	7 years after contract expiration		W
22.	Bid & Proposals, unsuccessful	1 year after audit		W
23.	Daily Time Sheets	Creation plus 5 years		W
24.	Department training records	7 years		W
25.	Public Works Contracts			
	a. Notice to Contractors			
	(1) Successful Bids	7 years	§59.52(4)	W
	(2) Unsuccessful	2 years		W
	b. Bidders Proof of Responsibility			
	(1) Successful Bids	7 years	§59.52(4)	W
	(2) Unsuccessful	2 years		W
	c. Bids			
	(1) Successful Bids	7 years after completion	§59.52(4)	W
	(2) Unsuccessful	2 years	§59.52(4)	W
	d. Affidavit of organization & authority			
	(1) Successful Bids	7 years after project	§59.52(4)	W
	(2) Unsuccessful	2 years		W
	e. Bid Tabulations	2 years		W
	f. Performance bond of project	7 years after completion	§59.52(4)	W
	g. Contract of project	7 years after completion	§59.52(4)	W
26.	Department Payroll	creation plus 5 years		W
27.	Job Applications	1 year from date of receipt		W
28.	Annual Budget Records	7 years	§59.52(4)	W
29.	Union Contracts	Life of contract plus 7 years	§59.52(4)	W
30.	Committee minutes	6 years after date of publication	§59.52(4)(c)	W
31.	Any records subject to litigation, claim, audit or other action	until permission to destroy obtained from Corp. Counsel		W
32.	Applications for certified copies	CR + 2 years		W
33.	Bills of Sale	CR + 6 years		W
*Time may be reduced by oversight committee to 2 years if the original records are maintained in another department.				

SECTION 9B. AIRPORT

	<u>Record</u>	<u>Retention</u>	<u>Authority</u>	<u>WHS Notification</u>
1.	General Correspondence	7 years	§59.52(4)	W
2.	Bids & Quotes	7 years	§59.52(4)	W
3.	Accident Reports	3 years		W
4.	Contracts & Leases	7 years	§59.52(4)	W
5.	Accounts Receivable	7 years	§59.52(4)	W
6.	Receipts of Any Nature	7 years	§59.52(4)	W
7.	Monthly fuel inventory	4 years		W
8.	Fuel monitor slips – daily print out of inventory & daily leak test	7 years		W
9.	Quarterly well water samples	3 years		W

SECTION 9C. BOARD OF ADJUSTMENT

	<u>Record</u>	<u>Retention</u>	<u>Authority</u>	<u>WHS Notification</u>
1.	Decisions and supporting documents	See Zoning		

SECTION 9D. CHILD SUPPORT

	<u>Record</u>	<u>Retention</u>	<u>Authority</u>	<u>WHS Notification</u>
1.	Expenditure Reports and supporting documentation	3 years	45 CFR 74.20-74.24	W
2.	Statistical Reports & supporting documentation	3 years	45 CFR 74.20-74.25	N
3.	Client / case records including client / attorney information	until youngest child is 21 years		W
4.	Records of required client notification	3 years	45 CFR 74.20-74.25	W

SECTION 9E. CLERK OF COURTS

Courts:

Circuit Court	Family Court Commissioner
Clerk of Court	Register in Probate
Juvenile Court	Juvenile Intake

All records maintained by the Clerk of Court, Circuit Court, Family Court Commissioner, Register in Probate, Juvenile Court, or Juvenile Intake Office relating to Juvenile Court matters, shall be retained in compliance with Supreme Court Rules Chapter 72. Records not specified therein of a general countywide nature shall be retained pursuant to Section 4 of this ordinance/resolution.

	<u>Record</u>	<u>Retention</u>	<u>Authority</u>	<u>WHS Notification</u>
1.	Criminal case exhibits	16 months (1 yr. + 120 days for appeal)	SCR 72.01 (46)	W
2.	Non-criminal case exhibits	16 months	SCR 72.01 (45)	W
3.	Register of Officials	2 years after term expires	SCR 72.01 (59)	N
4.	Juror Questionnaires	4 years after panel service	SCR 72.01 (53)	W
5.	Jury Array	4 years after panel service	SCR 72.01 (54)	W
6.	Records of Jurors	4 years after panel service	SCR 72.01 (55)	N
7.	Misdemeanor Traffic court: records, minute records, indexes	5 years after entry of judgment	SCR 72.24	W
8.	Conservation forfeitures	5 years after entry of judgement	SCR 72.01 (24m)	W
9.	Ordinance violation court record	5 years	SCR 72.01 (24c) (24m)	W
10.	Bank transactions	7 years after transaction	SCR 72.01 (49)	W
11.	Certificates of payment	7 years after filing	SCR 72.01 (51)	W
12.	Guardianship case files, court records, minute records	7 years after termination	SCR 72.01 (32-33)	W
13.	Jury payrolls	7 years after filing	SCR 72.01 (52)	W
14.	Oaths of Office	7 years after expiration of term	SCR 72.01 (58)	W
15.	Receipts	7 years after issuance	SCR 72.01 (48)	W
16.	Court reporter notes	10 years after hearing	SCR 72.01 (47)	W
17.	Juvenile delinquency case files, court records, minute records	4 years after 18 th birthday; 8 years after 18 th birthday if adjudicated delinquent for committing an act punishable as class A or class B felony if committed by an adult	SCR 72.01 (41)(43)(44)	W
18.	Mental health case files, court records, minute records	10 years after entry of final order of commitment or extension	SCR 72.01 (38-40)	W
19.	Civil Case files, court records, minute records	20 years after entry of final order	SCR 72.01 (1)	N
20.	Court records no longer created	20 years	SCR 72.01 (61)	N
21.	Delinquent income tax warrants / dockets	20 years after final docket entry	SCR 72.01 (7)	W
22.	Judgment dockets	20 years after final docket entry	SCR 72.01 (5)	W
23.	Misdemeanor case files, court records, minute records	20 years after entry of final judgment	SCR 72.01 (18)(19)(20)	W

	<u>Record</u>	<u>Retention</u>	<u>Authority</u>	<u>WHS Notification</u>
24.	Small claims case files, court records, minute records	20 years after entry of final order for contested cases, stipulated dismissals and default judgments; 1 yr. from date of filing for dismissed cases	SCR 72.01 (8)(9)(10)	W
25.	Family case files, court records, minute records	30 years after entry of judgment of divorce or entry of final order, except that after 30 yrs. for any case file for which support or maintenance payments are continuing to be made, 7 yrs. after final payment or after order terminating maintenance is filed.	SCR 72.01 (11)(12)(13)	N
26.	Family maintenance and support records	30 years after entry of judgment of divorce or entry of final order, except that after 30 yrs. for any case file for which support or maintenance payments are continuing to be made, 7 yrs. after final payment or after order terminating maintenance is filed.	SCR 72.01 (14)	W
27.	Felony case files, court records, minute records (Class B-E)	50 years after entry of final judgment	SCR 72.01 (15)	N
28.	Records of John Doe proceedings	50 years after final proceeding; 75 years for class A felonies	SCR 72.01 (26)	N
29.	Felony case files, court records, minute records (Class A)	75 years after entry of final judgment	SCR 72.01 (15)	N
30.	Estate case files	75 years after entry of final judgment or order discharging personal representative or trustee	SCR 72.01 (29)	N
31.	Probate Court records, Probate Minute records	75 years after entry of final judgment or order discharging personal representative or trustee	SCR 72.01 (30)	N
32.	Search warrants	75 years after filing with court, unless filed with case file	SCR 72.01 (27)	W
33.	Registry of wills	100 years after final entry	SCR 72.01 (37)	N
34.	Wills deposited for safekeeping	100 years after filing	SCR 72.01 (35)	N
35.	Wills not admitted to probate	100 years after filing	SCR 72.01 (36)	N

SECTION 9F. COMMUNITY PROGRAMS

	<u>Record</u>	<u>Retention</u>	<u>Authority</u>	<u>WHS Notification</u>
1.	Client Treatment Records, Case Files	7 years after treatment completed except in the case of a minor retain until person reaches age 19, or 7 years after treatment completed, whichever is longer	51.42 Wis Stats	W
2.	Financial Records Local or State funded programs	Regain current year and 4 fiscal years		W
3.	Financial Records Federally-funded programs	Remain current year and 6 fiscal years		W
4.	Program Manuals	Until Superseded		W

CHAPTER 51 TREATMENT RECORDS

	<u>Record</u>	<u>Retention</u>	<u>Authority</u>	<u>WHS Notification</u>
1.	Mental health, developmental disabilities, AODA	a. 7 yrs after treatment unless specified below	HFS 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	HFS 92.12	W
		c. Any record undergoing federal or state audit shall be maintained until completion of audit	HFS 92.12	W
		d. Records relating to legal actions shall be maintained until completion of legal action	HFS 92.12	W

	<u>Record</u>	<u>Retention</u>	<u>Authority</u>	<u>WHS Notification</u>
		e. Records relating to billing or collections shall be maintained 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	HFS 1.06(3)(d)	W
		f. Inactive client shall be available for audit purposes and kept minimum of 5 years with the following exception: where liability for inpatient mental health services remains, client records shall be kept a minimum 10 years after the last transaction is posted to the record	HFS 1.06(3)(e)	W
2.	AODA additional information	a. Until Discontinuation or acquisition by another program; purge requirements	42 CFR Part 2, subpart B 2.19	W

SECTION 9G. CORPORATION COUNSEL

	<u>Record</u>	<u>Retention</u>	<u>Authority</u>	<u>WHS Notification</u>
1.	Arbitration, Mediation Decisions, Supporting Data, labor negotiations files / contracts	Indefinite		N / A
2.	Case files / litigation	3 years after closure or when appeal time has run, whichever is long or per SCR		W
3.	Case files / non-litigation	3 years		W
4.	Guardianships / Protective placement	7 years after termination of guardianship	SCR 72	N
5.	Correspondence / Legal Memo	3 years		W
6.	Legal Opinions	Indefinite		N / A
7.	Mental Health Records, case files	10 years	SCR 72	W

SECTION 9H. COUNTY CLERK

I. GENERAL

	<u>Record</u>	<u>Retention</u>	<u>Authority</u>	<u>WHS Notification</u>
1.	Any record subject to litigation, claim, audit or other action	Until permission to destroy obtained from corp. counsel		W
2.	Cancelled checks	CR + 7 years	§59.52(4)	W
3.	Correspondence	CR + 3 years		W
4.	Lists of town, city & village officers certified to county clerk	After date of expiration of term listed	§59.52(4)	N
5.	Notices of application for taking tax deeds & for certification of non-occupancy, proofs of service & tax	15 years	§59.52(4)	W
6.	Official Bonds	6 years	§59.52(4)	W
7.	Claims paid by county & supporting papers	CR + 7 years, or until audited, whichever is earlier	§59.52(4)	W
8.	Reports of town treasurers on dog licenses sold & records of licenses issued	3 years	§59.52(4)	W
9.	Copies of notices to town assessors setting out lands sold by the county and owned by the county	3 years	§59.52(4)	W
10.	Oaths of Office	7 years	§59.52(4)	W
11.	Marriage license applications & supporting papers	10 years	§59.52(4)	W
12.	Original papers, resolutions, ordinances & reports appearing in County Board proceedings	6 years after date of publication	§59.52(4)	W

	<u>Record</u>	<u>Retention</u>	<u>Authority</u>	<u>WHS Notification</u>
13.	Committee Minutes	6 years after date of publication	§59.52(4)	W
14.	Cancelled bonds, coupons & promissory notes	Until audited		W
15.	Accounts payable / vouchers	7 years	§59.52(4)	W
16.	Accounts receivable / receipts	4 years	§59.52(4)	W
17.	Inspection reports	7 years		W
18.	Accident reports	7 years		W
19.	Insurance company safety reports	7 years		W
20.	Annual work plans	Creation plus 3 years		W
21.	Equipment and machine maintenance	Life of equipment		W

II. TAXES

22.	Apportionment of county taxes, record of	CR + 7 years	§70.63(1)	W
23.	Tax apportionment notices sent to local taxing districts: copies	CR + 3 years	§59.52(4)	W
24.	Tax apportionment: notices from Secretary of State	CR + 3 years	§59.52(4)	W
25.	Receipts issued by Treasurer, copies of	CR + 4 years or until audited	§59.25(3), §59.52(4)	W
26.	Tax deeds	CR + 7 years	§75.16	W
27.	Tax deeds: cancellation of	CR + 7 years	§75.23	W
28.	Tax receipts	CR + 15 years	§59.52(4)	W
29.	Tax sales records including sale of tax deeded land	7 years	§75.35	<1940, N >1940, W
30.	Appraisals, County owned property	7 years		W
31.	Committee agendas & summaries	6 years		W
32.	Land acquisition deeds	Permanent or until land disposed of		N/A
33.	Appointment of county officers	CR + 7 years	§59.23	W
34.	Legislative documents, copies of	Until superseded	§35.85(11)	W

III. ELECTIONS

	<u>Record</u>	<u>Retention</u>	<u>Authority</u>	<u>WHS Notification</u>
35.	Election financial reports, election financial registration statements	7 years	§7.23	W
36.	Registration & poll lists: - non-partisan primary or election - partisan primary or elections	2 years 4 years	§7.23	W
37.	Federal election records other than registration cards	22 months	§7.23	W
38.	Local election ballots	30 days after election	§7.23(1)(h)	W
39.	Federal ballots	22 months after election	§7.23(1)(f)	W
40.	Official election Canvases	10 years after election	§7.23	W
41.	Election notices, proofs of publication & correspondence	1 year after date of election, 22 months after federal election, unless contested, then by court order	§7.23	W
42.	Cancelled voter registration cards	4 years after cancellation	§7.23(1)(c)	W
43.	Certificate of election	CR + 7 years	§7.60(6)	W
44.	Certified lists of all candidates on files	90 days after date of local election & 22 months after Federal election	§7.08(2)(a)	W
45.	Election returns	90 days after date of local election & 22 months after Federal election	§7.51(5)	W
46.	Federal elections – records other than registration cards	22 months after election	§7.23(1)(f)	W

	<u>Record</u>	<u>Retention</u>	<u>Authority</u>	<u>WHS Notification</u>
47.	Nomination papers, County offices: a. Post 1940 b. pre 1940	90 days after election n/a	§7.23(k)	W N
48.	Registration & poll lists, nonpartisan elections: a. Post 1940 b. Pre 1940	4 years after election: n/a	§7.23(1)(f)	W N
49.	Registration & voting statistics	90 days after date of local election, 22 months after federal election	§6.275(1)	W
50.	Sample ballots	22 months after federal election, 30 days after non-federal election	§5.66(2)	W
51.	All other election materials & supplies	90 days after election, 22 months after federal election	§7.23	W
52.	Absentee certificate affidavit envelopes	90 days after local election & 22 months after federal election	§7.23	W

IV. LICENSES

53.	Automobile registration lists	CR + 7 years	§341.17(4)(a)	W
54.	Dog license fee records, reports	3 years, provided records have been audited	§174.08	W
55.	Dog licenses & tags, related records	CR + 2 years	§174.07	W
56.	Hunting & fishing licenses	CR + 3 years	§29.09	W
57.	Marriage licenses, applications & supporting papers	CR + 10 years	§59.52(4)	W
58.	Vehicles: applications for registration	CR + 7 years	§341.08(5)	W

V. COUNTY BOARD

59.	County Board committee proceedings	CR + 7 years		N
60.	County Board meeting notices	CR + 7 years	§59.11	W
61.	County Board ordinances	CR + 7 years		N
62.	County Board proceedings: original papers, resolutions and reports concerning	6 years after date of publication	§95.52(4)(c)(1)	N
63.	County Board resolutions	CR + 7 years	§59.02(1)	N
64.	Statistical report of County Clerk to County Board	CR + 2 years		N

SECTION 9I. DISTRICT ATTORNEY

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

SECTION 9J. EMERGENCY SERVICES

	<u>Record</u>	<u>Retention</u>	<u>Authority</u>	<u>WHS Notification</u>
1.	Contracts, joint power agreements	7 years	§59.52(4)	W
2.	Accounts payable, purchasing invoices, vouchers	7 years	§59.52(4)	W
3.	Bids and Quotes	7 years	§59.52(4)	W
4.	Accident Reports	3 years		W
5.	Warranty Records	Life of product		W
6.	Work Schedules	2 years		W
7.	Meeting Minutes	Indefinite		W

	<u>Record</u>	<u>Retention</u>	<u>Authority</u>	<u>WHS Notification</u>
8.	General Correspondence	7 years		W
9.	Run Reports	10 years		W
10.	Personnel Files	30 years (after last date of employment)		W
11.	Payroll Records (time sheets, leave & overtime)	7 years		W
12.	Shift, holiday & vacation sign-up	5 years		W
13.	Fire & First responder logs	2 years		W
14.	Tape recordings of telephone and radio transmissions	30 days		W

SECTION 9K FAIR PARK

	<u>Record</u>	<u>Retention</u>	<u>Authority</u>	<u>WHS Notification</u>
1.	General correspondence	2 years		W
2.	Bids & Quotes	7 years	§59.52(4)	W
3.	Accident Reports	3 years		W
4.	Receipts	7 years	§59.52(4)	W
5.	Contracts & Leases	7 years	§59.52(4)	W
6.	Park reservation book	2 years		W

SECTION 9L. FINANCE

	<u>Record</u>	<u>Retention</u>	<u>Authority</u>	<u>WHS Notification</u>
1.	Receipts	7 years	§59.52(4)	W
2.	Accounts payable	7 years		W
3.	Accounts receivable	7 years		W
4.	All accounts of county & books of account cash receipts summaries	7 years		W
5.	Check register	7 years		W
6.	Cancelled bonds, coupons, promissory notes	Until payoff of bond issue		W
7.	General ledger	15 years		W
8.	Budget	Indefinitely		W
9.	Withholding allowance certificates, employee wage and tax statements, other tax records	7 years		W
10.	Time sheets, attendance records, salary schedule	7 years		W
11.	Garnishment records	7 years		W
12.	Purchase orders	7 years		W
13.	Bids & Proposals: - successful - unsuccessful	3 years after contract expires 1 year after audit		W W
14.	Insurance applications, policies, correspondence, payment receipts, statements, work sheets	7 years		W
15.	Unemployment Compensation records and payment records	3 years		W
16.	Payroll register	10 years		W
17.	Employee payroll forms	10 years		W
18.	Retirement records	8 years after end of service		W
19.	Deferred compensation payment records	8 years after end of service		W
20.	Equipment & furnishings inventory	Until superseded		W
21.	Premium payment, insurance records, employee	7 years		W

	<u>Record</u>	<u>Retention</u>	<u>Authority</u>	<u>WHS Notification</u>
	health, worker's compensation, liability bonding			
22.	Property Inventory	Until superseded		W
23.	Notices of tax apportionment from Secretary of State	3 years	§59.52(4)	W
24.	Copies of notices of tax apportionment sent to local taxing districts by County Clerk	3 years	§59.52(4)	W
25.	Federal tax deposit work sheets	10 years		W
26.	Federal tax receipts	10 years		W
27.	Federal tax vouchers	7 years		W
28.	State tax deposit work sheets	10 years		W
29.	State tax receipts	10 years		W
30.	State Tax vouchers	7 years		W
31.	941 reports (used to report to IRS taxable wage withholding on quarterly basis)	10 years		W
32.	Payroll work sheets	10 years		W
33.	FICA reports	10 years		W
34.	Tax liability reports	10 years		W
35.	End of year reports	10 years		W
36.	W-2s	10 years		W

SECTION 9M. PUBLIC HEALTH

I. ADMINISTRATIVE RECORDS

	<u>Record</u>	<u>Retention</u>	<u>Authority</u>	<u>WHS Notification</u>
1.	Mission statement, philosophy, purpose	7 years	§19.21	W
2.	Agency goals, objectives, short & long term strategic plans	7 years	§19.21	W
3.	Agency program evaluation	7 years	§19.21	W
4.	Job descriptions / other personnel records	7 years	§19.21	W
5.	Incident reports	7 years	§19.21	W
6.	Inventories: facility, equipment & supplies	Until superseded	§19.21	W
7.	Program policies / procedures	7 years	§19.21	W
8.	Daily activity reports	7 years	§19.21	W
9.	Fiscal Records: billing, accounting, budget	7 years	§19.21	W
10.	Grants / contracts	7 years	§19.21	W
11.	Inventory on nonexpendable personal property	3 years after disposal of property	§19.21	W
12.	Meeting agendas, minutes	7 years		W
13.	General correspondence	2 years		W
14.	Annual reports	Permanent		N / A
15.	W.I.C.	3 full fiscal yrs. Plus 150 days	7 CFR 246.25	W

II. CLIENT/FAMILY CARE RECORDS

	<u>Record</u>	<u>Retention</u>	<u>Authority</u>	<u>WHS Notification</u>
1.	Birth certificate information	1 year or less	§69.20(3)(c)	W
2.	Client record / patient care record	7 years	§19.21	W
3.	Family care record	7 years	§19.21	W
4.	Child health care records	7 years	§19.21	W
5.	Health check / well child	7 years	§19.21	W
6.	Care coordination records	7 years	§19.21	W

7.	Short term record	7 years	§19.21	W
8.	Immunization record	Permanent	§19.21	N / A

III. COMMUNICABLE DISEASE RECORDS

	<u>Record</u>	<u>Retention</u>	<u>Authority</u>	<u>WHS Notification</u>
1.	Immunization administration record	7 years	§19.21	N / A
2.	Immunization consent form	7 years		W
3.	Communicable disease report (4151) Local copy (original to State Epidemiologist)	7 years		W
4.	STD report (4343) Local copy (original to State Epidemiologist)	7 years	HSS 145.04(2)(d)	W
5.	Communicable disease outbreak records	7 years		W

IV. COMMUNITY EDUCATION

	<u>Record</u>	<u>Retention</u>	<u>Authority</u>	<u>WHS Notification</u>
1.	Curriculum	7 years		W
2.	Educational materials	7 years		W
3.	Program materials	7 years		W
4.	Evaluation	7 years		W

V. SCHOOL HEALTH RECORDS

	<u>Record</u>	<u>Retention</u>	<u>Authority</u>	<u>WHS Notification</u>
1.	Patient health care records	7 years	§19.21	W

SECTION 9N. HIGHWAY DEPARTMENT

	<u>Record</u>	<u>Retention</u>	<u>Authority</u>	<u>WHS Notification</u>
1.	Commissioner's General Receipt	7 years		W
2.	Time Sheets, machine usage, stock control a. employee b. machinery c. material	Creation plus 5 yrs Life of equipment Creation plus 5 years		W W W
3.	Check Register	3 years		W
4.	Permits a. moving a. utilities	7 years		W
5.	Fuel Usage Reports	2 years		W
6.	State gas reports	3 years		W
7.	Accident reports (copies)	3 years		W
8.	Insurance Reports	3 years		W
9.	Shop Material issued forms	3 years		W
10.	Work Orders	3 years		W
11.	Equipment & vehicle inventory report	Until superseded		W
12.	Vehicle usage reports	2 years		W
13.	Vehicle maintenance history	Life of vehicle		W
14.	Vehicle expense reports	Life of vehicle		W
15.	Inventory records	7 years		W
16.	Vehicle registration & titles	Until superseded		W
17.	Equipment record deprec. Cards	7 years		W
18.	Unemployment comp. taxable reports	7 years		W

	<u>Record</u>	<u>Retention</u>	<u>Authority</u>	<u>WHS Notification</u>
19.	Bridge inspection reports	Life of structure		N / A
20.	Completed Plans b. roadway c. bridges d. building	Life of structure		N / A
21.	Daily work assignments	2 years		W
22.	State & county salt forms	2 years		W
23.	Quarry activity reports	3 years		W
24.	Machinery cost trend report	3 years		W
25.	Commercial applicator form	3 years		W
26.	Public Water systems form – waysides	3 years		W
27.	State requisition reports	7 years		W
28.	Certificate of quarry insurance	Until superseded		W
29.	Monumentation contract	Until superseded		W
30.	Shop Buildings Maps	Until superseded		W
31.	Property inventory	Until superseded		W
32.	Daily labor & machine reports	2 years		W
33.	Crusher books	3 years		W
34.	Materials charge-out slips and costings, including summary sheets	3 years		W
35.	Invoices	7 years		W
36.	Annual reports	7 years		W
37.	Township billings	7 years		W
38.	Equipment classification records	Until superseded		W

SECTION 90. HUMAN RESOURCES

	<u>Record</u>	<u>Retention</u>	<u>Authority</u>	<u>WHS Notification</u>
1.	Individual employee personnel files	7 years after service		N / A
2.	Employment applications	1 year from date of record or action taken, whichever is later		W
3.	Job advertisements	1 year		W
4.	Union contracts, agreements	Permanent		N / A
5.	Grievance, mediation	Permanent		N / A
6.	Arbitration records	Permanent		N / A
7.	Employment eligibility verification form (I-9)	3 years after date of hire or 1 year after date of termination		W
8.	Performance evaluations	3 years		W
9.	EEO-4 reports, affirmative action policy and compliance plans, any personnel records or employment records made or kept, 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		W
10.	Time cards, dept. training records, attendance records, & salary schedules	7 years		W
11.	Unemployment compensation records	3 years		W
12.	Retirement records & deferred comp. records	Permanent		N / A
13.	Accident reports, injury claims & settlement records	7 years after end of service		N / A
14.	Directives & policies	7 years after end of service		N / A
15.	Worker's comp. and liability claims	10 years after closure		W

SECTION 9P. INFORMATION SYSTEMS

	<u>Record</u>	<u>Retention</u>	<u>Authority</u>	<u>WHS Notification</u>
1.	Software or Hardware Licenses	Until superseded		W
2.	Maintenance contracts	1 year or until superseded		W
3.	Correspondence	2 years		W
4.	Long Term Contracts	Until superseded		W

SECTION 9Q. LIBRARY

	<u>Record</u>	<u>Retention</u>	<u>Authority</u>	<u>WHS Notification</u>
1.	Time care records	7 years		W
2.	Vouchers	7 years		W
3.	Memorial account records	7 years		W
4.	Foundation records a. Establishment b. Grant requests c. Check register d. Minutes	Permanent Continuous Continuous Continuous		N / A W W W
5.	General correspondence	7 years		W
6.	Employee records	Length of employment		W
7.	Bids and Quotes	7 years		W
8.	Circulation records	Continuous		W
9.	Meeting room records	3 years		W
10.	Library Board minutes	Permanent		W
11.	Annual Report	Permanent		W
12.	Budget	Until superseded		W
13.	Inventory	Until superseded		W
14.	Incident reports	3 years		W
15.	Job applications	6 months		W

SECTION 9R. MAINTENANCE

	<u>Record</u>	<u>Retention</u>	<u>Authority</u>	<u>WHS Notification</u>
1.	Bids & Quotes	Until item purchase or work completed		W
2.	Service contracts	7 years		W
3.	Blueprints	Permanent or until building disposed of		N / A
4.	Receipts from County Treasurer	4 years or until audited, whichever is sooner		W
5.	Material safety data	30 years after product is used up (per standard)		W
6.	Inventory	Until superseded		W

SECTION 9S. PARKS DEPARTMENT

	<u>Record</u>	<u>Retention</u>	<u>Authority</u>	<u>WHS Notification</u>
1.	Accident reports	3 years		W
2.	Boat launching fees	7 years		W
3.	Master Plan	Until superseded		W
4.	Committee agendas and minutes	6 years from publication		W
5.	Citation & park patrol records	2 years		W

6.	Guidebook, trail information	Until superseded		W
7.	Material safety data sheets	7 years after project not in use		W
8.	Equipment & vehicle registration	Until superseded		W
9.	Annual work plans	3 years		W
10.	Building, equipment machine maintenance	Life of item		W
11.	Parks inventory	Permanent or until revised		N / A
12.	Equipment & vehicle registration reports	Life of item, or until sold		W
13.	Parks project files	7 years		W
14.	Land acquisitions, deeds, abstracts	Permanent or until land disposed of		W

SECTION 9T. PLANNING AND ZONING

	<u>Record</u>	<u>Retention</u>	<u>Authority</u>	<u>WHS Notification</u>
1.	Zoning permit applications	Permanent		N / A
2.	Zoning permits	Permanent		N / A
3.	Variance, appeal petitions	Permanent		N / A
4.	Variance, appeal decisions	Permanent		N / A
5.	Variance, appeal fee receipts	3 years		N / A
6.	Zoning amendment petitions	Permanent		N / A
7.	Zoning permit fee receipts	3 years		N / A
8.	Zoning amendment fee receipts	3 years		N / A
9.	Conditional use permits	Permanent		N / A
10.	County surveyor records	Permanent		N / A
11.	Official maps	Permanent		N / A
12.	Code compliance inspection reports	Permanent		N / A
13.	Bd. Of Adjustment decisions and supporting documents	Permanent		N / A
14.	County development plan	Until superseded		N / A
15.	Permit Ledger	3 years		N / A
16.	Zoning Maps	Until superseded	DCZO 2.02	N / A

SECTION 9U. REAL PROPERTY LISTING

	<u>Record</u>	<u>Retention</u>	<u>Authority</u>	<u>WHS Notification</u>
1.	Monumentation records	Until superseded		W
2.	Obsolete Maps	Indefinitely		W
3.	Surveys	Until superseded		W
4.	Tax parcel maps	Until superseded		W

SECTION 9V. REGISTER OF DEEDS

	<u>Record</u>	<u>Retention</u>	<u>Authority</u>	<u>WHS Notification</u>
1.	Plats	Permanent	§236.02(10) §236.295(1)	N / A
2.	Assessors Plats	Permanent	§70.27(2)(8)	N / A
3.	Aerial Photographs	Until superseded		N
4.	Certified surveys, plats of surveys	Permanent	§236.34(1) §236.295(1)	N / A
5.	Obsolete documents pertaining to chattels, including final books of entry	6 years	§59.43(12)	W
6.	Final real property assessment roll	15 years, but no assessment roll containing forest crop acreage may be	§59.52(4)(c)3	N

	<u>Record</u>	<u>Retention</u>	<u>Authority</u>	<u>WHS Notification</u>
		destroyed without prior approval of secretary of revenue.		
7.	Deeds, mortgages, maps, instruments of writing authorized by law and indexes of same	Permanent	§59.43(1)	N / A
8.	UCC state wide lien system	Permanent	§409.528	N / A
9.	Marriage, death & birth records & indexes	Permanent	§59.43(1)	N / A
10.	Receipts from treasurer	7 years	§59.52(4)(a)	W
11.	Daily cash receipts	7 years		W
12.	Checkbook register	7 years		W
13.	Deposit slips	7 years		W
14.	Cancelled checks	7 years		W
15.	Bank statements	7 years		W
16.	Monthly/yearly reports	7 years		W
17.	Accounts receivable records	7 years		W
18.	Annexation of territory by a city of village; related records	permanent	§66.021(8) (a)(e), §66.023(10)	N / A
19.	Cemetery plat or map, records	Permanent	§157.07(1), (5) 157.70(2)(i)	N / A
20.	Census schedules	None		N / A
21.	Condominium instruments	Permanent	§703.07(1)	N / A
22.	Execution & sale of real estate, certificate of	Permanent	§815.38(1), 59.43(11)	N / A
23.	Grantor / Grantee index to real property records	Permanent	§59.43(9)	N / A
24.	Index of records / files kept	Permanent	§59.43(10)	N / A
25.	Lien judgment	Permanent	§75.521(14)	N / A
26.	Oaths of office	Permanent	§19.01(4)(d)	N / A
27.	Real estate transfers	Permanent	§77.29	N / A
28.	Tract index	Permanent	§59.43(12m)(a)	N / A
29.	Correspondence	CR + 3 years		W
30.	Equipment furnishings inventories	Until superseded		W
31.	General information	CR + 7 years		W
32.	Request for copy of vital records	FIS + 1 year		W
33.	Raze order	CR + 7 years	§66.05(1)(d)	W
34.	Purchase orders	CR + 7 years		W

SECTION 9W. SANITARIAN

	<u>Record</u>	<u>Retention</u>	<u>Authority</u>	<u>WHS Notification</u>
1.	Sanitary permits	permanent	§145.135(1) & §59.70(1),(5),(6)	W
2.	Soil boring & percolation test report forms	permanent	ILHR 83.05 & §145.135(1)	W
3.	Correspondence	7 years		W
4.	Subdivision plats	Permanent		W
5.	Sanitary permit receipts	7 years		W
6.	Water sample receipts	7 years		W
7.	Water sample reports	Permanent		N/A
8.	Door County Ordinance No. 31.86 Inspection Reports	Permanent	§145.20(2), §145.135(1)	N/A
9.	Violation files	Permanent	§145.20(2)	N/A
10.	Holding tank pumping reports	Permanent	§145.20(2)	N/A
11.	Animal bite investigation	7 years		W

12.	Human Health Hazards	Until superseded		W
13.	Sanitary survey inspection reports	Permanent	§145.135	N/A
14.	POWTS Inspection Report	Permanent	§145.20(2)	

SECTION 9X. SENIOR RESOURCE CENTER

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 Regulations Title 45 part 74.

	<u>Record</u>	<u>Retention</u>	<u>Authority</u>	<u>WHS Notification</u>
1.	Staff time cards / personal records	7 years	Bureau on Aging (BOA)	
2.	General correspondence	7 years	BOA	
3.	Vouchers / voucher listings	7 years	BOA	
4.	Accident reports	7 years	BOA	
5.	Agency contracts	7 years	BOA	
6.	Nutrition site reports	7 years	BOA	
7.	Bank statements	7 years	BOA	
8.	Volunteer records	7 years	BOA	
9.	Attendance records	7 years	BOA	
10.	County Plan	7 years	BOA	
11.	Meals on Wheels assessments	7 years	BOA	
12.	Bids / quotes and equipment	7 years	BOA	
13.	Elder Abuse reports	7 years	BOA	
14.	Client case files	7 years	BOA	
15.	Menus	7 years	BOA	
16.	Newsletters	7 years	Our Choice	
17.	Area Agency on Aging / Dept. of Transportation reports	7 years	BOA / DOT	
18.	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.			

(BOA) is Bureau on Aging in Madison. It is their established policy to hold records for seven years.

SECTION 9Y. SHERIFF'S DEPARTMENT

I. PROCESS DIVISION

	<u>Record</u>	<u>Retention</u>	<u>Authority</u>	<u>WHS Notification</u>
1.	Transport records	7 years		W
2.	Proof of Service	7 years		W
3.	Process receipt print-outs	7 years		W
4.	Process deposit receipts	7 years		W

II. JAIL DIVISION

	<u>Record</u>	<u>Retention</u>	<u>Authority</u>	<u>WHS Notification</u>
1.	Dockets, daily jail records, cash books	8 years	§59.27(8)	W
2.	Check book	7 years		W
3.	Ledger sheets	7 years		W
4.	Outgoing telephone logs for arrestee	7 years		W
5.	Account work sheets	7 years		W
6.	Meal books	7 years		W
7.	Inmate request forms	7 years		W
8.	Canteen sheets	7 years		W
9.	Visit log	7 years		W

	<u>Record</u>	<u>Retention</u>	<u>Authority</u>	<u>WHS Notification</u>
10.	Jail Billing	8 years	§59.27(8)	W
11.	Bond receipts	8 years	§59.27(8)	W
12.	Daily bond	8 years	§59.27(8)	W
13.	Inmate Files: Disciplinary forms, Huber revocation forms, work records, information sheet, visitation card, mail card, court orders, jail & Huber rules, correspondence papers	8 years after release of inmate	§59.27(8), DOC 348.09(1) DOC 348.09(3)	W
14.	Medical records	8 years	§59.27(8)	W
15.	Daily jailer log	8 years	§59.27(8)	W
16.	Sign in / out sheets	8 years	§59.27(8)	W
17.	Daily inmate roster	8 years	§59.27(8)	W
18.	Inmate photo and photo records	8 years	§59.27(8)	W
19.	Booking sheet	Permanent		N/A

III. DISPATCH

	<u>Record</u>	<u>Retention</u>	<u>Authority</u>	<u>WHS Notification</u>
1.	Radio logs	7 years		W
2.	Shift logs	7 years		W
3.	Telephone logs	120 days		W
4.	Audio tapes	120 days		W

IV. PATROL/DETECTIVE

	<u>Record</u>	<u>Retention</u>	<u>Authority</u>	<u>WHS Notification</u>
1.	Ordinance violation citation	2 years		W
2.	Uniform traffic citations	1 year after closed, disposed or voided		W
3.	Arrest records	8 years	§59.27(8)	W
4.	Incident reports	8 years	§59.27(8)	W
5.	Evidence records	8 years	§59.27(8)	W
6.	Work schedules	7 years	§59.27(8)	W
7.	WI accident report	8 years	§59.27(8)	W
8.	Incident photos / negatives	8 years	§59.27(8)	W
9.	Vehicle maintenance records	Life of equipment		W

V. MISCELLANEOUS

	<u>Record</u>	<u>Retention</u>	<u>Authority</u>	<u>WHS Notification</u>
1.	Receipts	7 years		W
2.	Bids and quotes	7 years		W

SECTION 9Z. SOCIAL SERVICES

	<u>Record</u>	<u>Retention</u>	<u>Authority</u>	<u>WHS Notification</u>
1.	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.	3 years after case is closed	DHSS Memo 81-1A DCS Memo 92-12	W
2.	State required & County developed case documentation, assessment or diagnostic forms, records & narratives, social & 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 & documentation of eligibility or financial status	3 years after case is closed	DCS Memo 92-12	W
3.	Social services records for cases not opened for services; applications; referral actions not resulting in case opening; miscellaneous requests & correspondence about individual clients from consumer and other agencies which do not result in case opening	1 year after final action, determination	DCS Memo 92-12, §59.52(4), §19.21	W

	<u>Record</u>	<u>Retention</u>	<u>Authority</u>	<u>WHS Notification</u>
4.	Social Services licensing and certification records in home and family day care: children & adults; adult family homes; foster homes for children	3 years	§19.21, DCS Memo 92-12	W
5.	Income maintenance records: -aid to family with dependant children (AFDC), -medical assistance (MH) -Food stamps (FS) -Refugee assistance (RAP) -Old Age assistance (OAA) -General relief (GR)	Permanent		N / A

SECTION 9AA. SOIL & WATER CONSERVATION

	<u>Record</u>	<u>Retention</u>	<u>Authority</u>	<u>WHS Notification</u>
1.	Soil erosion control program / soil & water resource management program; fiscal records of grant programs	5 years after project	§92.14	W
2.	Landowner / operator conservation plans	Useful life	USDA / FSA	W
3.	Conservation practice designs	10 years	USDA	W
4.	Records of request or reimbursement	7 years	§92.14	W
5.	Wildlife abatement damage program	7 years	§29.889, NR 19 WI Adm. Code	W
6.	Upper Door priority watershed; non-point source / water pollution abatement	10 years after last practice installation		W
7.	Wisconsin Farmers Fund	10 years after last practice installation	AG 165	W
8.	Landowner project files	10 years after last practice installation		W
9.	Tree program by year	Indefinite		W
10.	Memos of understanding	Until superseded		W
11.	County / DNR wildlife crop damage contracts	10 years after last practice installation		W
12.	Lead-Arsenic Clean-up Agreement	Indefinite		W
13.	SWCD water pollution abatement cost-share program	10 years after last practice installation		W
14.	Waste storage ordinance permit applications	Indefinite		W

SECTION 9BB. TREASURER

	<u>Record</u>	<u>Retention</u>	<u>Authority</u>	<u>WHS Notification</u>
1.	Bank statements	7 years	§59.52(4)	W
2.	General receipts & settlement receipts	7 years	§59.52(4)	W
3.	Balancing reports	CR + 3 years		W
4.	Accounts payable, detail listing & check register (copies)	CR + 7 years	§59.52(4)	W
5.	Audit letters	CR + 3 years		W
6.	General ledger, trial balance	7 years		W
7.	Budget, vendor listing, general receipts combined payables	7 years		W
8.	Bank credit / debit notices	1 year after audit		W
9.	Bank reconciliations	3 years after audit		W
10.	Bankruptcies	CR + 7 years until superseded		W
11.	Cast books, daily	3 years after fiscal year, if audit completed		W
12.	Cash drawer reconciliations	1 year after audit		W
13.	Check register	CR + 7 years	§59.52(4)(a)	W

	<u>Record</u>	<u>Retention</u>	<u>Authority</u>	<u>WHS Notification</u>
14.	Checks, cancelled	CR + 7 years	§59.52(4)(a)	W
15.	Checks, outstanding	CR + 7 years	§59.52(4)(a)	W
16.	Deposit tickets & books	1 year after audit		W
17.	General Correspondence	CR + 3 years		W
18.	Journal entries, resolutions, cash receipts, treasurer's cash	3 years after creation		W
19.	Illegal tax certificates charged back to local tax districts	3 years after charging back	§59.52(4)(a)	W
20.	Tax deeds, foreclosure	CR + 15 years	§75.19	W
21.	Tax sales records, incl. sale of deeded lands	CR + 7 years	§75.35	N < 1940 W > 1940
22.	Notice of tax apportionment	3 years	§59.52(4)(a)	W
23.	Tax receipts	15 years	§59.52(4)(a)	W
24.	Tax collection records	15 years		W
25.	Tax sale books	15 years	§59.52(4)(a)	W
26.	Discontinued tax key numbers	Permanent		N / A
27.	Tax rolls, municipal	CR + 15 years	§59.52(4)	N

SECTION 9 CC. UNIVERSITY EXTENSION

1. See General, Section 9A

SECTION 9 DD. VETERAN'S SERVICE OFFICE

	<u>Record</u>	<u>Retention</u>	<u>Authority</u>	<u>WHS Notification</u>
1.	Files Plan	Annual		W
2.	Transitory Material	Annual		W
3.	Budget <ul style="list-style-type: none"> a. Commission Aid b. Salaries c. Telephone Statements d. Repair & Maintenance e. Office Supplies f. Dues and Registration g. Mileage, Meals and Lodging h. Capital Equipment i. Burial of Indigent Veterans j. Care of Veterans Graves k. Volunteer Driver Cost l. Publicity/Outreach 	2 years		@
4.	Travel / Training Requests	Annual		W
5.	Minutes <ul style="list-style-type: none"> a. Veterans Service Commission b. Veterans Service Council c. NECVSO Meetings d. WDVA Advisory Committee e. WDVA Board of Veterans Affairs f. Conference Meeting Minutes 	2 years		W
6.	WDVA Grant	10 years		N
7.	Annual Reports	10 years		N / A
8.	Personnel Related Issues (i.e. evaluations, etc.)	Annual		W
9.	Procedures for Courthouse	As Required		N / A

(Ord. 25-03; 12/23/03)