

CODE OF GENERAL ORDINANCES

TOWN OF GLENMORE

BROWN COUNTY, WISCONSIN

CHAPTER 7

DESTRUCTION OF OBSOLETE RECORDS

SECTION I - TITLE AND PURPOSE

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

SECTION II - AUTHORITY

The Town Board of the Town of Glenmore, Brown 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 Glenmore.

SECTION III - OFFICIAL RECORDS

The following Town of Glenmore town officers, pursuant to s. 19.21 (5), Wis. stats., may destroy the official records, except utility records, of which they are the legal custodians and that are considered obsolete as provided below:

[Here specify the records that may be destroyed, the time the records must be held by the town before they may be destroyed, and the officers authorized to destroy the records.]

Officer [title]	Records officer authorized to destroy	Period record must be held by town
Town Clerk	All financial records All non-financial records Town correspondence Audio recordings	7 yrs or WI STAT directive 7 yrs or WI STAT directive 7 yrs or WI STAT directive 7 yrs or WI STAT directive
Town Treasurer	All financial records All non-financial records Town correspondence	7 yrs or WI STAT directive 7 yrs or WI STAT directive 7 yrs or WI STAT directive
Town Zoning Administrator	All financial records All non-financial records Town correspondence	7 yrs or WI STAT directive 7 yrs or WI STAT directive 7 yrs or WI STAT directive

SECTION IV - HISTORICAL SOCIETY NOTIFICATION

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

SECTION V - PENALTY PROVISIONS

Any person, partnership, corporation, or other legal entity that fails to comply with the provisions of this ordinance shall, upon conviction, pay a forfeiture as specified in Chapter 14, PENALTIES AND ENFORCEMENT.