

TOWN OF HARRISON

Ordinance 01-2022

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 of Harrison 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 of 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:

- (a) Accounts Payable
- (b) Accounts Receivable
- (c) Books of Original Entry
- (d) Posted Ledger
- (e) Treasurer's Ledger
- (f) Payroll
- (g) Purchasing
- (h) Budgets and Audits

1.01 (2) Utility records. Town of Harrison 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 of Harrison 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:

- (a) Licenses and permits
- (b) Municipal borrowing
- (c) Fidelity bonds
- (d) Legal opinions
- (e) Elections
- (f) Revenue
- (g) Engineering and Public Works

1.01 (4) *Historical Society notification.* Prior to the destruction of any public record described in sections 1.01 (1), (2), or (3). 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.

EFFECTIVE DATE

This ordinance is effective on publication or posting.

The Town Clerk shall properly publish this ordinance as required under s. 60.80. Wis. Stats.

Adopted this 14th day of February, 2022

Town Clerk

Kathy Voelmann

Town Chairman

Ben [Signature]

Town Supervisor

[Signature]

Town Supervisor

[Signature]