

Ordinance for the destruction of obsolete records

STATE OF WISCONSIN

Town of Oconto Falls

Oconto County

SECTION I-TITLE AND PURPOSE

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

SECTION II-AUTHORITY

The Town Board of the Town of Oconto Falls Oconto County, Wisconsin, had the specific authority under s19.21 (4). Wis stats., to manage and destroy obsolete public records in possession of the Town of Oconto Falls.

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 Oconto Falls, Oconto County to manage and destroy obsolete public records in the possession of Town of Oconto Falls.

SECTION IV-FINANCIAL RECORDS, UTILITY RECORDS , OTHER RECORDS

The following Town of Oconto Falls town officers, pursuant to s 19.21 (5).Wis. stats., may destroy the financial records, utility records, of which they are the legal custodians and that 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 or receipt period has been fixed by the State Public Records pursuant to s. 16.61 (3) (e), and then after such shorter period:

All monthly bills should be keep for 7 years unless requirement is only 2 years.

SECTION V-HISTORICAL SOCIETY NOTIFCATION

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.

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

Adopted this 10th day of August, 2009

Chairman Alfred K. Mue
Supervisor I John K. Kelt
Supervisor II Doreen

Clerk Yvonne Kelt