

Resolution 7.2019

Adopting the Wisconsin Municipal Records Schedule for the Retention and Destruction of Town Records

**STATE OF WISCONSIN
TOWN OF DELAVAN
WALWORTH COUNTY**

SECTION I – TITLE AND PURPOSE

This Resolution is titled Resolution 381, *Adopting the Wisconsin Municipal Records Schedule for the Retention and Destruction of Town*. The purpose of this Resolution is to provide Town Officers of the Town of Delavan with the authority to destroy certain obsolete public records in possession of the Town of Delavan in conformance with the *Wisconsin Municipal Records Schedule (WMRS)*, approved by the State of Wisconsin Public Records Board on August 27, 2018 and set to expire August 27, 2028; and when the record is not contained within the *WMRS*, in conformance with the Public Records Board other *General Records Schedules (GRS)* and their successor schedules.

SECTION II – AUTHORITY

The Town Board of the Town of Delavan, Walworth County, Wisconsin, has the specific authority under s. 19.21 (4) and 60.83, Wis. Stats. to manage and destroy obsolete public records in the possession of the Town of Delavan.

SECTION III – ADOPTION OF RESOLUTION

This Resolution, 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 Delavan to manage and destroy obsolete public records in the possession of the Town of Delavan in conformance with the *Wisconsin Municipal Records Schedule* and the State *General Records Schedules*.

SECTION IV – FINANCIAL AND OTHER RECORDS

The Town of Delavan Town Officers, pursuant to s. 19.21 (5), Wis. Stats., may destroy the financial and other records of which they are the legal custodians and that are considered obsolete as provided in the *WMRS* and the Wisconsin *GRS* and their successor schedules. Records maintained and subject to retention include records of Town of Delavan elected and appointed officials, staff, contractors, and departments. These records include those that are developed in the course of Town action and activities related to Administration, Community Development and Public Services, Elections, Finances, Public Works, Revenue, and any records of departments or elected positions that may be created by the Town of Delavan in the future.

SECTION V – HISTORICAL SOCIETY NOTIFICATION

Prior to the destruction of any public record as described in Wis. Stats. Chapter 19.21(4) (a), (b), or (c), at least sixty (60) days' notice in writing shall be given to the Wisconsin Historical Society unless the requirement is waived in the *WMRS*.

SECTION VI – WHEN AUTHORIZED

This section shall not be construed to authorize the destruction of any public record in advance of the retention period prescribed by statute, state administrative regulations, and the *WMRS*.

SECTION VII – ELECTRONIC RECORDS

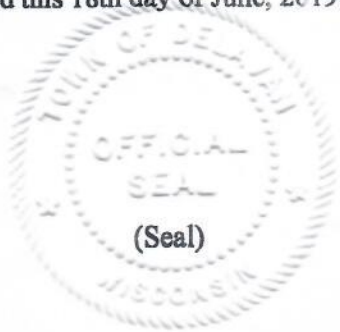
According to Wis. Stats. Chapter 19.21(c) documents and records of the Town of Delavan, which have been created or transferred entirely to electronic or other approved alternate format, shall be considered original and subject to State retention guidelines.

SECTION VIII - SEVERABILITY

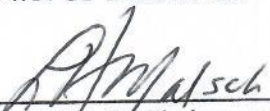
If any provision of this Resolution or its application to any person or circumstance is held invalid, the invalidity does not affect other provisions or applications of this Resolution that can be given effect without the invalid provision or application, and to this end the provisions of this Resolution are severable.

SECTION IX – EFFECTIVE DATE

This Resolution becomes effective upon publication or posting in accordance with s. 60.80, Wis. Stats. Adopted this 18th day of June, 2019.



TOWN OF DELAVAN


Larry Malsch, Chairperson

I, Dixie Bernstein, Clerk of the Town of Delavan, Walworth County, Wisconsin, certify that the foregoing is a true, correct and complete copy of an Resolution adopted by the Town Board of the Town of Delavan on June 18, 2019.

Attest: 
Dixie C. Bernstein - Clerk