

Ordinance 09-01-2015, An Ordinance for the Destruction of Obsolete Records

STATE OF WISCONSIN
Town of Montrose, Dane County

SECTION I – TITLE AND PURPOSE

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

SECTION II - AUTHORITY

The Town Board of the Town of Montrose, Dane 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 Montrose.

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 Montrose to manage and destroy obsolete public records in the possession of the Town of Montrose.

SECTIONS IV - RECORDS RETENTION SCHEDULE-APPENDIX A

Records of the Town of Montrose shall be retained for the periods indicated in APPENDIX A, pursuant to the authority indicated, and notification shall be provided to the State Historical Society of Wisconsin where indicated.

Note of Caution: If the records being considered for discard have anything to do with a state or federal grant or federal pass through money - e.g. Wisconsin Fund, Wisconsin Development Funds, Community Development Block Grant, Urban Development Block Grants, EPA, EDA, FEMA, etc contact the grant agency first. As a rule of thumb, do not discard these kinds of documents until 10 years have passed.

SECTION V - HISTORICAL SOCIETY NOTIFICATION-APPENDIX B

Prior to the destruction of any public record described in APPENDIX A at least 60 days' notice in writing shall be given to the State Historical Society of Wisconsin.

SECTION VI - SEVERABILITY

If any provision of this ordinance or its application to any person or circumstance is held invalid, the invalidity does not affect other provisions or applications of this ordinance that can be given effect with the invalid provision or application, and to this end the provisions of this ordinance are severable.

SECTION VII - EFFECTIVE DATE, CONSTRUCTION

This ordinance is effective on publication or posting.

This ordinance shall not be construed to authorize the destruction of any public record after a period less than prescribed by statute or state administrative rules.

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

Adopted this 1st day of September, 2015



Roger Hodel, Town Chair



Randy Francois, 1st Town Supervisor



Dan Palmer, 2nd Town Supervisor

Attest: 

Julie L. Bigler, Town Clerk

**APPENDIX A
TOWN OF MONTROSE**

ADMINISTRATIVE RECORDS		
Custodian	Record	Retention Period
Clerk	Minute Book	Permanent or transfer to SHSW *
Clerk	Ordinance Book with attached affidavits of ordinance publication	Permanent or transfer to SHSW
Clerk	Resolutions	Permanent or transfer to SHSW
Clerk	Legal Opinions (Town Attorney interpretation of statutes & ordinances kept for future reference)	Permanent
Clerk	Town-owned real property records	Permanent
Clerk	Agendas	7 years and destroy
Clerk	Board meeting audio tapes	90 days after approval of written minutes then destroy or erase (if only purpose to assist in minute writing)
Clerk	Bonds, Bond Book	5 years after expiration and destroy
County	Treasurer's fidelity bond	5 years after expiration and destroy
Clerk	Oaths of Office (excluding Clerk's oat)	5 years after term and destroy
Treasurer	Clerk's Oath of Office	5 years after term and destroy
LICENSE/PERMIT RECORDS		
Custodian	Record	Retention Period
Treasurer	Liquor, beer, and cigarette license receipts	7 years and destroy
Clerk	Liquor, beer, and cigarette license applications, records	4 years and destroy **
Treasurer		
MUNICIPAL BORROWING RECORDS		
Custodian	Record	Retention Period
Clerk	Bond procedure records, registers, cancelled bonds, promissory notes, cancelled bonds, coupons, certificates of destruction	7 ears after bond issue has expired and destroy
ELECTION RECORDS		
Custodian	Record	Retention Period
Clerk	All Election materials and records	This ordinance follows the retention period defined by the Government Accountability Board or current Election Board in the current "Election Administration Manual"

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FINANCIAL RECORDS		
Custodian	Record	Retention Period
Clerk	Annual Reports, Annual CT Financial Reports	Permanent or transfer to SHSW
Clerk	Final Budget	Permanent
Clerk	Voucher Journal (record of original entry)	15 years and destroy
Treasurer	Receipts Journal (record of original entry)	15 years and destroy
Clerk	Purchase invoices, purchase orders, voucher stubs, bank statements and reconciliations	7 years and destroy
Treasurer	Accounts receivable invoices	7 years and destroy
Treasurer	Receipts, bank statements and reconciliations, investment records	7 years and destroy
Clerk	Budget worksheets	3 years and destroy
Treasurer	Duplicate deposit slips	1 year and destroy
ASSESSMENT RECORDS		
Custodian	Records	Retention Period
Assessor	Master Property Record Folders	5 years beyond structure life, then transfer to SHSW
Assessor	Index to owners, aerial photographs	Retain until superseded and destroy
Clerk	Assessment Roll, Statement of Assessment, Final Statement of Assessment	Permanent
Assessor	Plats, certified surveys, Assessor's plats	Permanent
Clerk	Plats, certified surveys, Assessor's plats	Permanent
Clerk	Special Assessment final resolutions	Permanent
Clerk	Tax Exemption Reports	10 years and destroy
Assessor	Certificate of ORAP Valuations PC-219	10 years and destroy
Assessor	Notice of Increased Assessment	7 years and destroy
Clerk	Board of Review Minute Book	7 years and transfer to SHSW
Clerk	Form of Objection to Property Assessment, BOR audio tapes, BOR Notices of Determination	7 years after completion and destroy
Assessor	Occupational tax returns, Merchants', Professions' Statement of Property, Personal Property Worksheets/Farmer & Personal Property Not Used for the Production of Income, Report of Inventory Location (form 10)**, Assessors Personal Property Summary Worksheet	5 years and destroy

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ASSESSMENT RECORDS		
Custodian	Records	Retention Period
Assessor	Assessor's Final Report Supplement, Assessor's Final Report	5 years and destroy
Assessor	Wisconsin Real Estate Transfer Returns	5 years after info has been transferred to the Master Property Record Folder and destroy
Assessor	List of Beekeepers, Request for Exemption of Merchandise in Storage, Statement of Merchandise Exempted	3 years and destroy
Assessor	Deeds (copies)	1 year after transfer to Master Property Record Folder and destroy
Clerk	Building permit applications (copies)	1 year after transfer to Master Property Record Folder and destroy
TAX RECORDS		
Custodian	Records	Retention Period
Clerk	Final Statement of Taxes	Permanent or transfer to SHSW
Treasurer	Real & Personal Property Tax Roll	15 years and transfer to SHSW if postponed or delinquent taxes are not transferred to the county treasurer
Treasurer	State of Taxes remaining unpaid	Retain with Tax Roll
Treasurer	Escrow Account List	Retain until superseded and destroy
Treasurer	Tax collection receipts	15 years and destroy
Treasurer	State Shared Revenue notices, Other State and County revenue notices	6 years and destroy
Clerk	Final Levy Worksheet	5 years and destroy
Treasurer	Statements of New Special Assessments, Tax Credit Certifications, Tax Settlement Receipt, Municipal Treasurer's Settlement	5 years and destroy
Clerk	Tax levy certifications of school district clerks, Certificates of Apportionment	3 years and destroy

**APPENDIX A
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OTHER RECORDS		
Custodian	Records	Retention Period
Any	Any record subject to litigation, claim, audit or other action	Until permission to destroy obtained by Town Attorney
Any	Unlisted Records	7 years and destroy (unless added by amendment)
Any	Correspondence	3 years and destroy
* SHSW - State Historical Society of Wisconsin		
** Records require security if they contain personal identity information		

Ordinance for the Destruction of Obsolete Records
Town of Montrose Letter of Notification of Intent to Destroy Records
APPENDIX B

TOWN OF MONTROSE
1341 Diane Avenue, Belleville WI 53508
608-424-3848 Office & Fax
montrose@chorus.net
www.townofmontrose.com

Date:

State Archivist,
State Historical Society of Wisconsin
816 State Street
Madison WI 53706-1482

RE: Destruction of Records for the Town of Montrose, Dane County

Dear:

The Town of Montrose, Dane County intends to destroy the following obsolete Town records pursuant to our Municipal 09-01-2015 Ordinance for the Destruction of Obsolete Records.

List of Records to be destroyed	Date of Records	Number of Records
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I understand we are required to notify the State Historical Society of Wisconsin at least 60 days prior to destroying these records.

Thank you for your prompt review of this request. If you have any questions or need additional information, please contact me.

Sincerely,

Name
Town Clerk or Deputy Clerk

Enclosure(s) (number of enclosures)