

Ordinance to Adopt the Wisconsin Municipal Records Schedule  
Town of Sylvester  
Green County, WI  
Ordinance #06-20-23

STATE OF WISCONSIN  
Town of Sylvester, Green County

SECTION 1- TITLE AND PURPOSE

This ordinance is entitled the **Town of Sylvester** Adopt the Wisconsin Municipal Records Schedule for Retention and Destruction of public records. The purpose of this ordinance is to provide the Legal custodian(s) of public records in the possession of the **Town of Sylvester** with the authority to retain and destroy those records.

Definition as used in this document: *Legal Custodian* being defined as the Town Clerk, the person being responsible for maintaining the records.

SECTION II: AUTHORITY

The Town Board of the **Town of Sylvester, Green County, Wisconsin**, has the specific authority under ss. 60.83 and ss3 19.21(4), Wis. Stats., to adopt an ordinance to address the management and destruction of public records.

SECTION III: ADOPTION OF WISCONSIN MUNICIPAL RECORDS SCHEDULE

The Wisconsin Municipal Records Schedule, as approved by the Public Records Board on August 27, 2018, attached hereto, and incorporated herein by reference, is hereby adopted by the Town Board of **Sylvester**, as Town's official record retention schedule.

SECTION IV: NOTIFICATION TO WISCONSIN STATE HISTORICAL SOCIETY

When a record has met the terms of the retention period, the record may be destroyed by the legal custodian of the record, provided the custodian has complied with the notification requirement ( 90 days in writing to the State Historical Society) of set forth in s. 19.21(4), Wis. Stats., to the Wisconsin State Historical Society.

SECTION V: CONFLICT

In the event of any conflict between the terms of the Ordinance and any applicable state statute, the applicable state statute shall control.

SECTION VII: REVOCATION OF PRECEDING ORDINANCE

This ordinance hereby revokes and supersedes any prior resolution or ordinances adopted by the town board relating to the retention and/or destruction of public records of the **Town of Sylvester**.

SECTION VIII: EFFECTIVE DATE

This ordinance shall become effective upon its publication and/or posting in the manner set forth in s. 60.80, Wis. Stats.

Adopted this 20<sup>th</sup> day of June, 2023.

By the Town Board of the Town of Sylvester, Green County:

Anna M Anderson  
Town Chairperson

Cathina Bennett  
Township Clerk