

## 113.1 Public Records Ordinance, Retention and Destruction Ordinance

The Town of Berry may destroy the following records pursuant to State Statute 60.83 and 19.21(4) of which they are 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 period, or unless a shorter period has been fixed pursuant to Wisconsin Statute 16.61(3)(e), and then after such a shorter period.

Prior to the destruction of any public record described below, at least sixty days notice in writing shall be given the State Historical Society of Wisconsin.

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

### Assessment Records

Final Assessment roll	Retention Permanent
Assessment property cards	Until Superseded
Assessment workroll	2 years and destroy
Personal Property blotters	7 years and destroy

### Accounting Documents

Purchase invoices	Retention 7 years and destroy provided the record has been audited
Accounts Receivable invoices	7 years and destroy provided the record has been audited
Receipts Journal	15 years and destroy
General Journal	15 years and destroy
General Ledger	15 years and transfer to Historical Society with authority to weed
Trial Balance	Until audited and destroy
Bank reconciliation	7 years and destroy
Bank statements	7 years and destroy
Check register	7 years and destroy
Investment records	7 years and destroy
Duplicate deposit tickets	1 year after audit and destroy

### Payroll

Payroll support records	Retention 2 years and destroy provided the record has been audited
Employee's Withholding Allowance Certificate	5 years after being superseded and destroy
Employee's Wisconsin Withholding Exemption Certificate	5 years after being superseded and destroy
Employee earning records	5 years and destroy
Payroll check register	5 years and destroy provided record has been audited

Payroll voucher	5 years and destroy provided record has been audited
Canceled payroll checks	5 years and destroy provided record has been audited
Wage and Tax Statement	5 years and destroy provided record has been audited
Report of Wisconsin Income Tax Withheld	5 years and destroy provided record has been audited
Employer's annual reconciliation of Wisconsin income tax withheld from wages	5 years and destroy provided record has been audited
Federal deposit tax stubs	5 years and destroy provided record has been audited
Quarterly/Annual Report of Federal Income Tax Withheld	5 years and destroy provided record has been audited
State's Quarterly Report of Wages Paid	5 years and destroy provided record has been audited
<u>Purchasing</u>	<u>Retention</u>
Purchase orders	7 years and destroy
Bids, successful	7 years after the contract has expired and destroy
Bids, unsuccessful	1 year after audit and destroy
Inventory of property	Retain until superceded and destroy
<u>Budgets and Audits</u>	<u>Retention</u>
Budget worksheets	3 years and destroy
Final budget	Permanent
Audit reports	Permanent
<u>Board of Review</u>	<u>Retention</u>
Form of objection to property assessment and supporting documentation	7 years after the final action of the Board of Review or the completion of appeal and destroy
Minutes	7 years and transfer to Historical Society for preservation with authority to weed
Audio tapes	7 years after the final action of the Board of Review or the completion of appeal and destroy
Notice of determinations of the Board of Review	7 years after the final action of the Board of Review or the completion of appeal and destroy
<u>Tax Calculations</u>	<u>Retention</u>
Tax levy certification of the school district clerk	3 years and destroy provided the record has been audited
Certificate of apportionment	3 years and destroy provided the record

State shared aid payment notices	has been audited 6 years and destroy the record has been audited
Final worksheets for determining allowable levy	5 years and destroy provided the record has been audited
Statement of Taxes	Permanently
Statement of new special assessments	5 years and destroy provided the record has been audited
General property tax credit certification	5 years and destroy provided the record has been audited
Real Property tax roll	Transferred to county treasurer
Personal Property tax roll	15 years and transfer to State Historical Society with authority to weed

Tax Collection

Receipts  
Statement of taxes remaining unpaid  
Tax settlement receipt

Retention

15 years and destroy  
Retain with tax roll  
5 years and destroy provided record has been audited  
5 years and destroy provided record has been audited

Municipal's treasurer settlement

Licenses and Permits

All liquor and beer related license applications  
Receipts  
License stubs  
Dog Licenses reported to County

Retention

4 years and destroy  
7 years and destroy  
4 years  
3 years and destroy

Municipal Borrowing

Bond procedure record  
Bond register  
Canceled bonds, promissory notes

Retention

7 years after bond issue expires and destroy  
7 years after bond issue expires and destroy  
Until audited and destroy

Legal Opinions

Legal Opinions

Retention

Permanent

Election Records

Active registration cards  
Canceled registration cards  
Poll list and registration list

Retention

Retain as long as current  
4 years after cancellation and destroy  
90 days after spring and general election succeeding the election in which the list was created and destroy. Federal elections are retained 22 months and destroyed

Nomination papers

90 days after the election and destroy

Campaign registration statements (EB-1)

6 years and destroy

Campaign financial reports (EB-2)	6 years and destroy
Election notices	1 year after the date of election and destroy. If the election is contested, retain one year after the contest has been settled and destroy
Applications for absentee ballot	90 days and destroy provided applications for Federal elections are retained 22 months and destroy
Voting machine recorders	90 days after the election and destroy
Tally sheets	90 days after the election and destroy
Inspectors statement of defective and challenged ballots	90 days after the election and destroy
Statement of the municipal board of canvassers	Permanent

Engineering and Public Works

Aerial photographs	Retain until superseded and destroy
Preliminary subdivision plats	Retain until superseded by final plat and destroy
Final subdivision plats	Permanent
Annexation plats	Permanent
Assessor's plats	Permanent
Structure plans for municipal buildings and bridges	Retain for life of the structure and transfer to Historical Society for preservation with authority to weed
House number and address change file	Permanent
Permits (including utility companies)	3 years and destroy
Special assessment calculations	2 years and destroy
State highway aids program records	7 years and destroy provided the record has been audited
Notice to contractors	7 years after completion of the project and destroy. Unsuccessful bidders, retain 2 years and destroy
Bids	7 years after completion of the project and destroy. Unsuccessful bidders, retain 2 years and destroy
Bid tabulations	2 years and destroy
Performance bond	7 years after completion of the project and destroy

Highway Equipment

Equipment inventory ledger	Retain for the life of the equipment or until ledger is superseded and destroy
Vehicle maintenance histories	Retain for the life of the vehicle and destroy
Vehicle expense reports	Retain for the life of the vehicle and destroy
Vehicle usage reports	2 years and destroy provided the record has been audited
Purchasing records	7 years and destroy provided the record has been audited

Building Permits and Inspections

Retention

Applications and permits	Permanent
Code compliance inspection reports	Permanent
Inspection address file	Permanent
Certificates of Occupancy	Retain until superseded and destroy
Energy calculation worksheets	3 years and destroy
State approved commercial building plans	4 years and destroy. New plans and significant remodeling should be transferred to State Historical Society with authority to weed
Permit fee receipts	7 years and destroy provided record has been audited
Permit ledger	7 years and destroy

Committee and Board Records

Minutes of any kind	<u>Retention</u> Permanent or transfer to Historical Society for preservation
Audio tapes	Retain 1 year or destroy or erase tape, 90 days if made only for the purpose of writing the minutes
Ordinances, Resolutions	Permanent
Affidavits of Publication	3 years and destroy provided affidavits of publication of ordinance are maintained permanently in the Ordinance Book
All other Records	Minimum period – 7 years

Email

Records	<u>Retention</u> 7 years and destroy
Transitory Records	Retain until superceded and destroy

Note: state or federal grant or federal pass through money – Wisconsin fund, Wisconsin Development Fund, Community Development Block Grant, Urban Development Block Grants, EPA, EDA, etc. contact the agency first. Do not discard unless 10 years have passed.

Dated this 16<sup>th</sup> day of June, 2003

Posted: June 19, 2003

Brenda Kahl, Clerk/Treasurer  
 Fran Tourdot, Supervisor  
 Gary Achenbach, Supervisor

Melvern L Bankes, Chair  
 Mark Hellenbrand, Supervisor