

113.1 Adopt the Wisconsin Municipal Records Schedule Ordinance

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SECTION I – AUTHORITY

The Town of Berry has the specific authority under Wisconsin Statutes 60.83 and 19.21(4) to adopt an ordinance to address the management and destruction of public records.

SECTION II – PURPOSE

The purpose of this ordinance is to provide the legal custodian(s) of public records in the possession of the Town of Berry with the authority to retain and destroy those 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 as the 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 set forth in Wisconsin Statute 19.21(4), to the Wisconsin State Historical Society.

SECTION V – CONFLICT

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

SECTION VI – REVOCATION OF PRECEDING ORDINANCE

This ordinance hereby revokes and supersedes any prior resolutions or ordinance adopted by the Town Board relating to the retention and/or destruction of public records of the Town of Berry.

SECTION VII – EFFECTIVE DATE

This ordinance shall take effect and be in force from and after the day after its passage and publication as required by law.

Dated this 18th day of February, 2019

Posted: February 19, 2019

Brenda Kahl, Clerk/Treasurer

Anthony Varda, Chairperson

Jeff Davis, Supervisor

Michael Statz, Supervisor

Joe Kruchten, Supervisor

Duane Haag, Supervisor