

TOWN OF POYGAN DESTRUCTION OF OBSOLETE RECORDS ORDINANCE  
Sep 18, 2015

STATE OF WISCONSIN  
Town of Poygan  
Winnebago County

**TOWN OF POYGAN DESTRUCTION OF OBSOLETE RECORDS ORDINANCE**

SECTION I – TITLE AND PURPOSE

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

SECTION II – AUTHORITY

The Town Board of the Town of Poygan, Winnebago 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 Poygan.

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

SECTION IV – FINANCIAL RECORDS

The following Town of Poygan town officers, pursuant to s. [19.21 \(4\)](#), Wis. stats., may destroy the financial records, except utility records, of which they are the legal custodians and that are considered obsolete as provided below:

SECTION V – TAX, PROPERTY ASSESSMENT RECORDS AND BOARD OF REVIEW

The Town of Poygan town officers, pursuant to s. [19.21 \(4\)](#), Wis. stats., may destroy the following Tax Records, Property assessment records and Board of Review of which they are the legal custodians and that are considered obsolete:

Tax Levy certification of the school districts and sanitary district	5 years and destroy
Tax worksheet for determining allowable levy	5 years and destroy
Tax Collection Batch reports and Blotter	5 years and destroy
Form of Objection to Property Assessment and supporting documentation for BOR	7 years after final action of the Board of Review
Board of Review minutes	7 years and notify Historical Society and destroy
Notice of determinations of the Board of Review	7 years after the final action and destroy
Audio tape proceedings of Board of Review	7 years after the final action of the Board of Review and destroy
Personal Property Tax Roll	15 years, notify Historical Society and destroy*
Real Property Tax Roll	15 years, notify Historical Society and destroy*
Copy of Tax Receipts	15 years and destroy

Final Assessment Roll	Retain permanently
Statement of Tax	Retain final copy permanently
Special Assessment Roll	5 years and destroy
General property tax credit certification and explanation	5 years and destroy
Financial Reports (other than Annual Report)	7 years and destroy
Tax Exemption Reports	10 years and destroy

#### SECTION VI – PERMITS AND LICENSES

The Town of Poygan town officers, pursuant to s. [19.21 \(4\)](#), Wis. stats., may destroy the following Permits and Licenses of which they are the legal custodians and that are considered obsolete:

Dog License reports	3 years and destroy
Conditional use Permits	7 years after expiration
Liquor and Beer license applications, documents and license stubs	4 years and destroy
Tobacco Retail Sales report	4 years and destroy
Liquor License Report	4 years and destroy
Building permit log	4 years and destroy
Building -applications and permits	Life of structure
Code compliance inspection reports	Life of structure
Land use permits	Life of structure
Miscellaneous Permits	
<ul style="list-style-type: none"> <li>• Erosion control permits</li> </ul>	3 years and destroy

#### SECTION VII – VOTER, CAMPAIGN AND ELECTION RECORDS

The Town of Poygan town officers, pursuant to s. [19.21 \(4\)](#), Wis. stats., may destroy the following Voter, Campaign and Election Records of which they are the legal custodians and that are considered obsolete:

#### SECTION VIII – MEETINGS

The Town of Poygan town officers, pursuant to s. [19.21 \(4\)](#), Wis. stats., may destroy the following records of which they are the legal custodians and that are considered obsolete:

Audio tapes	90 days if made for writing minutes
General correspondence	3 years and destroy
Affidavits of Publication	
1) Election	1) See section VII: Elections
2) General	2) 3 years and destroy
3) Ordinances	3) Retain permanently
Meeting agendas	7 years and destroy
Minutes of any kind	Retain permanently
Ordinance Book	Retain permanently
Ordinances, Resolutions	Retain permanently
Municipal Code	Retain permanently
Elected official-records in their possession unless delegated in writing to the Town Clerk or designee	1 year following the termination of term

SECTION IX – ROAD AND LAND RECORDS

The Town of Poygan town officers, pursuant to s. [19.21 \(4\)](#), Wis. stats., may destroy the following records of which they are the legal custodians and that are considered obsolete:

Notice to Contractors	-Retain in contract file 7 years after completion of the project and destroy -Unsuccessful bidders retain 2 years and destroy
Road Bids/ contracts	-Retain in contract file 7 years after completion of the project and destroy -Unsuccessful bidders retain 2 years and destroy
Bidders proof of responsibility (certificate of liability insurance)	-Retain in contract file for 7 years after completion of the project and destroy -Unsuccessful bidders retain 2 years and destroy
Performance bond	Retain in contract file for 7 years after completion of the project and destroy
Pacer ratings	7 years and destroy
Road Certifications	7 years and destroy
Bridge Inspections	7 years and destroy
Contracts	7 years after completion of project, then destroy
Assessors Plats	Retain permanently
Certified Survey Maps	Retain permanently
Final subdivision plats	Retain permanently
Town official Maps	Retain permanently
Comprehensive Land Plan	Retain permanently

SECTION X – OTHER RECORDS

The Town of Poygan town officers, pursuant to s. [19.21 \(4\)](#), Wis. stats., may destroy the following records of which they are the legal custodians and that are considered obsolete:

Use request- Town Hall rental log	2 years and destroy
Town Hall water quality testing	7 years and destroy
Fire inspection reports	7 years and destroy
Housing surveys	7 years and destroy
Census numbers	7 years and destroy
Statement of Intent- per capita funding	7 years and destroy
Fire Dues self certification	7 years and destroy
Oath of Office	7 years after term of oath ends and destroy
Contracts	7 years after contract ends and destroy
Emails	7 years and destroy
Claims	7 years and destroy
Insurance Policies and Certificates of Insurance	7 years and destroy
Easements	Retain permanently
Lawsuits	Retain permanently
Structure plans for municipal buildings	Life of structure

SECTION XI – PUBLIC RECORDS

Any Public Records not identified in this Record Retention Schedule shall be retained seven (7) years in accordance with s. 19.21(5)(c), Wisconsin Statutes then may be destroyed subject to State Historical Society of Wisconsin.

## SECTION XII – HISTORICAL SOCIETY NOTIFICATION

Prior to the destruction of any public record described in Sections IV, V, VI, VII, VIII, IX, X and XI at least 60 days' notice in writing shall be given to the State Historical Society of Wisconsin.

## SECTION XIII – 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 without the invalid provision or application, and to this end the provisions of this ordinance are severable.

## SECTION XIV – 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 17<sup>th</sup> day of September, 2015.

TOWN OF POYGAN