

ORDINANCE 2018-1210
Adopting the Wisconsin Municipal Records Schedule
for the Retention and Destruction of Town Records

STATE OF WISCONSIN

Town of SUMNER
Jefferson County

SECTION I – TITLE AND PURPOSE

This ordinance is titled Ordinance 2018-1210, *Adopting the Wisconsin Municipal Records Schedule for the Retention and Destruction of Town Records* and replaces Ordinance D2017-0415-B, including Appendices A and B, in its entirety. The purpose of this ordinance is to provide Town Officers of the Town of Sumner with the authority to destroy certain obsolete public records in possession of the Town of Sumner in conformance with the *Wisconsin Municipal Records Schedule (WMRS)*, approved by the State of Wisconsin Public Records Board on August 27, 2018 and set to expire August 27, 2028; and when the record is not contained within the *WMRS*, in conformance with the Public Records Board other *General Records Schedules (GRS)* and their successor schedules.

SECTION II – AUTHORITY

The Town Board of the Town of Sumner, Jefferson County, Wisconsin, has the specific authority under s. 19.21 (4) and 60.83, Wis. Stats. to manage and destroy obsolete public records in the possession of the Town of Sumner.

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 Sumner to manage and destroy obsolete public records in the possession of the Town of Sumner in conformance with the *Wisconsin Municipal Records Schedule* and the State *General Records Schedules*.

SECTION IV – FINANCIAL AND OTHER RECORDS

The Town of Sumner Town Officers, pursuant to s. 19.21 (5), Wis. Stats., may destroy the financial and other records of which they are the legal custodians and that are considered obsolete as provided in the *WMRS* and the Wisconsin *GRS* and their successor schedules. Records maintained and subject to retention include records of Town of Sumner elected and appointed officials, staff, contractors, and departments. These records include those that are developed in the course of Town action and activities related to Administration, Community Development and Public Services, Elections, Finances, Public Works, Revenue, and any records of departments or elected positions that may be created by the Town of Sumner in the future.

SECTION V – HISTORICAL SOCIETY NOTIFICATION

Prior to the destruction of any public record as described in Wis. Stats. Chapter 19.21(4) (a), (b), or (c), at least sixty (60) days' notice in writing shall be given to the Wisconsin Historical Society unless the requirement is waived in the *WMRS*.

SECTION VI – WHEN AUTHORIZED

This section shall not be construed to authorize the destruction of any public record in advance of the retention period prescribed by statute, state administrative regulations, and the *WMRS*.

SECTION VII – ELECTRONIC RECORDS

According to Wis. Stats. Chapter 19.21(c) documents and records of the Town of Sumner, which have been created or transferred entirely to electronic or other approved alternate format, shall be considered original and subject to State retention guidelines.

SECTION VIII - 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 IX – EFFECTIVE DATE

This ordinance becomes effective upon publication or posting in accordance with s. 60.80, Wis. Stats.

Adopted this 10th day of December, 2018

_____ John Dohner, Jr, Chairman

_____ Randall Burdick, Supervisor I

_____ Rosemary Olson, Supervisor II

Attest: _____ Glendan Rewoldt, Clerk

Approved: _____

Ayes: _____

Noes: _____