

Village of Almena, WI
Tuesday, July 30, 2024

Chapter 67. Records

[HISTORY: Adopted by the Village Board of the Village of Almena as indicated in article histories.
Amendments noted where applicable.]

Article I. Destruction of Obsolete Public Records

[Adopted as §§ 3.07 of the former Village Code]

§ 67-1. Financial records.

The Village Clerk may destroy the following non-utility records of which he/she is the legal custodian and which are considered obsolete, after completion of an audit by state auditors or an auditor licensed under Ch. 442, Wis. Stats., but not less than seven years after payment or receipt of any sum involved in the particular transaction unless a shorter period has been fixed or will in the future be fixed by the State Public Records Board pursuant to § 16.61(3)(e), Wis. Stats., and then after such shorter period:

- A. Bank statements, deposit books, slips and stubs.
- B. Bonds and coupons after maturity.
- C. Cancelled checks, duplicates and check stubs.
- D. License and permit applications, stubs and duplicates.
- E. Official bonds.
- F. Payrolls and other time and employment records of personnel included under the Wisconsin Retirement Plan.
- G. Receipt forms.
- H. Special assessment records.
- I. Vouchers, requisitions, purchase orders and all supporting documents pertaining thereto.
- J. Vouchers and supporting documents pertaining to charges not included in plant accounts of municipal utilities and the Sewer Department.
- K. Other municipal utility and Sewer Department records, with the written approval of the State Public Service Commission.

§ 67-2. Utility records.

The Village Clerk may destroy the following records of any municipal utility, subject to the regulations by the State Public Service Commission and of the Sewer Department of the Village, of which he/she is the legal custodian and which are considered obsolete, after completion of an audit by state auditors or by an auditor licensed under Ch. 442, Wis. Stats., but not less than two years after payment or receipt of the sum involved in the applicable transaction:

- A. Water stubs.
- B. Sewer rental charge stubs.
- C. Receipts of current billings.
- D. Customer's ledgers.

§ 67-3. Other records.

[Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. II)]

- A. . Records Schedule adopted. The Village of Almena hereby adopts, by reference, the Wisconsin Municipal Records Schedule (hereinafter, "Records Schedule"), pertaining to the retention and destruction of public records, and approved by the State of Wisconsin Public Records Board (hereinafter, "Records Board") on August 27, 2018. A copy of the Records Schedule will be kept on file in the office of the Village Clerk-Treasurer and made available for public viewing during normal business hours.
- B. Other records. In the event the Village creates a record not contemplated by the Records Schedule, the Village may, subject to the Records Board's prior approval, either adopt an applicable records retention schedule set forth by the Records Board, if available, or create its own retention schedule pertaining to the record.

§ 67-4. Interpretation.

This section shall not be construed to authorize the destruction of any public record after a lesser period than that prescribed by statute or state administrative regulation.