

**TOWN OF COOPERSTOWN
ORDINANCE NO. 2018-1
DESTRUCTION OF OBSOLETE RECORDS**

STATE OF WISCONSIN
Town of Cooperstown
Manitowoc County

SECTION I - TITLE AND PURPOSE

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

SECTION II - AUTHORITY

The Town Board of the Town of Cooperstown, Manitowoc 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 Cooperstown.

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

SECTION IV - FINANCIAL AND OTHER RECORDS

The following Town of Cooperstown 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 *Appendix A: Record Retention Schedule* of this Ordinance. Records maintained and subject to retention include the records of elected officials and departments as follows: Clerk's, Treasurer's, Public Works, Constable, Assessment, Building Inspection, Planning Commission, Ordinance Committee, Elections, and Elected Officials; and any records of departments or elected positions that may be created by the Town of Cooperstown in the future. Prior to the destruction of any public record described in this Section, a notice in writing shall be given to the Town Board prior to sending a notice in writing to the Wisconsin Historical Society.

SECTION V - HISTORICAL SOCIETY NOTIFICATION

Prior to the destruction of any public record described in Sections IV, at least 60 days notice in writing shall be given to the Wisconsin Historical Society unless waived. See *Appendix B: for Letter of Notification of Intent to Destroy Records*.

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 administration regulations, and the *Wisconsin Municipal Records Manual*.

SECTION VII - PENALTY PROVISIONS

Any person, partnership, corporation, or other legal entity that fails to comply with the provisions of this ordinance shall, upon conviction, pay a forfeiture of not less than \$100 nor more than \$500, plus the applicable surcharges, assessments, and costs for each violation. Each day a violation exists or continues constitutes a separate offense under this ordinance. In addition, the town board may seek injunctive relief from a court of record to enjoin further violations.

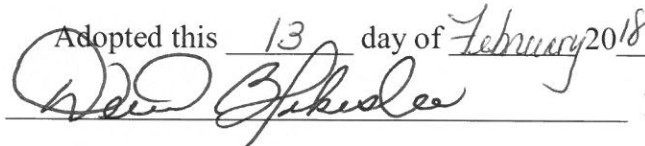
SECTION VIII - SEVERABILITY

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, CONSTRUCTION

This ordinance is effective on posting.

The town clerk shall properly post this ordinance as required under s. 60.80, Wis. stats.

Adopted this 13 day of February 2018.
 David Blakeslee, Chairman

Attest: Susan Kornely Susan Kornely, Clerk

Approved: February 13, 2018

Ayes: 5 Noes: 0

Posted: Posted February 14, 2018

**APPENDIX A
TOWN OF COOPERSTOWN
RECORD RETENTION SCHEDULE**

ADMINISTRATIVE RECORDS		
Custodian	Record	Retention Period
Clerk	Minute Book	Permanent or transfer to WHS *
Clerk	Ordinance Book with attached affidavits of ordinance publication	Permanent or transfer to WHS*
Clerk	Resolutions	Permanent or transfer to WHS*
Clerk	Legal Opinions (Town Attorney interpretation of statutes & ordinances kept for future reference)	Permanent
Clerk	Town-owned real property records	Permanent
Clerk	Agendas	7 years and destroy
Clerk	Affidavits of Publication, general documents and notices	3 years and destroy
Clerk	Board meeting audio tapes	90 days if made solely for the purpose of drafting minutes after approval of written minutes then destroy or erase
Clerk	Bonds, Bond Book	5 years after expiration and destroy
County	Treasurer's fidelity bond	5 years after expiration and destroy
Clerk	Oaths of Office (excluding Clerk's oath)	5 years after term and destroy
Treasurer	Clerk's Oath of Office	5 years after term and destroy
LICENSE/PERMIT RECORDS		
Custodian	Record	Retention Period
Treasurer	Liquor, beer, and cigarette license receipts	7 years and destroy
Clerk	Liquor, beer, and cigarette license applications, records	4 years and destroy **
Clerk	Culvert Permits	Permanent
Treasurer	Dog License	3 years and destroy
MUNICIPAL BORROWING RECORDS		
Custodian	Record	Retention Period
Clerk	Bond procedure records, registers, cancelled bonds, promissory notes, cancelled bonds, coupons, certificates of destruction	7 years after bond issue has expired and destroy
ELECTION RECORDS		
Custodian	Record	Retention Period
Clerk	All Election materials and records	This ordinance follows the retention period defined by the Government Accountability Board or current Election Board in the current "Election Administration Manual"

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RECORD RETENTION SCHEDULE

FINANCIAL RECORDS		
Custodian	Record	Retention Period
Clerk	Annual Reports, Audit Reports	Permanent or transfer to WHS*
Clerk	Other Financial Reports	7 years and destroy
Clerk	Final Budget	Permanent
Clerk	General & Voucher Journal (record of original entry)	15 years and destroy
Treasurer	Receipts Journal (record of original entry)	15 years and destroy
Clerk	Purchase invoices, purchase orders, voucher stubs, bank statements and reconciliations, canceled checks	7 years and destroy
Treasurer	Accounts receivable invoices	7 years and destroy
Treasurer	Receipts, deposit slips, bank statements and reconciliations, investment records	7 years and destroy
Clerk	Budget worksheets	3 years and destroy
Treasurer	Duplicate deposit slips	1 year and destroy
Treasurer	Cash Book	15 years and destroy
Clerk & Treasurer	Receipt Forms	7 years and destroy
ASSESSMENT RECORDS		
Custodian	Records	Retention Period
Assessor	Master Property Record Folders	5 years beyond structure life, then transfer to WHS*
Assessor	Index to owners, aerial photographs	Retain until superseded and destroy
Clerk	Assessment Roll, Statement of Assessment, Final Statement of Assessment	Permanent
Assessor	Deeds, Plats, easements, certified surveys, Assessor's plats	Permanent
Clerk	Deeds, Plats, easements, certified surveys, Assessor's plats	Permanent
Clerk	Special Assessment final resolutions	Permanent
Clerk	Tax Exemption Reports	10 years and destroy
Assessor	Certificate of ORAP Valuations PC-219	10 years and destroy
Assessor	Notice of Increased Assessment	7 years and destroy
Clerk	Board of Review Minute Book	7 years and transfer to WHS*
Clerk	Form of Objection to Property Assessment, BOR audio tapes, BOR Notices of Determination	7 years after completion and destroy
Assessor	Occupational tax returns, Merchants', Professions' Statement of Property, Personal Property Worksheets/Farmer & Personal Property Not Used for the Production of Income, Report of Inventory Location (form 10)***, Assessors Personal Property Summary Worksheet	5 years and destroy

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ASSESSMENT RECORDS		
Custodian	Records	Retention Period
Assessor	Assessor's Final Report Supplement, Assessor's Final Report	5 years and destroy
Assessor	Wisconsin Real Estate Transfer Returns	5 years after info has been transferred to the Master Property Record Folder and destroy
Assessor	List of Beekeepers, Request for Exemption of Merchandise in Storage, Statement of Merchandise Exempted	3 years and destroy
Assessor	Deeds (copies)	1 year after transfer to Master Property Record Folder and destroy
Assessor	Building permit applications (copies)	1 year after transfer to Master Property Record Folder and destroy
TAX RECORDS		
Custodian	Records	Retention Period
Clerk	Final Statement of Taxes	Permanent or transfer to WHS*
Treasurer	Real & Personal Property Tax Roll	15 years and transfer to WHS* if postponed or delinquent taxes are not transferred to the county treasurer
Treasurer	State of Taxes remaining unpaid	Retain with Tax Roll
Treasurer	Statement of Personal Property Forms	5 years and destroy
Treasurer	Escrow Account List	Retain until superseded and destroy
Treasurer	Tax collection receipts	15 years and destroy
Treasurer	State Shared Revenue notices, Other State and County revenue notices	3 years and destroy
Clerk	Final Levy Worksheet	5 years and destroy
Treasurer	Statements of New Special Assessments, Tax Credit Certifications, Tax Settlement Receipt, Municipal Treasurer's Settlement	5 years and destroy
Clerk	Tax levy certifications of school district clerks, Certificates of Apportionment	3 years and destroy
Clerk	Easements	Permanent

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BUILDING INSPECTION RECORDS		
Custodian	Records	Retention Period
Clerk	Building Plans	1 year after built
Clerk	Permit Fee Receipts and Permit Ledgers	7 years
Clerk	Applications and Permits	Permanent
Clerk	Code Compliance and Inspection Reports	Permanent
PLANNING COMMISSION RECORDS		
Custodian	Records	Retention Period
Clerk	Comprehensive Master Plan and Amendments	Permanent
Clerk	Plan Commission Minutes and Records	Permanent
Clerk	Rezoning Notices, agendas, and minutes	Permanent
Clerk	House number and address change file	Permanent
PUBLIC WORKS/LAND USE RECORDS		
Custodian	Records	Retention Period
Clerk	Maps, map indexes, surveying records, excavation plans	Permanent
Clerk	Final subdivision plats, annexation plats, fire number and address change file	Permanent
Clerk	Preliminary subdivision plats	Retain until superseded by the final plat and destroy
Clerk	Aerial photographs	Retain until superseded by the final plat and destroy
Clerk	Inventory of Town Hall & Garage	Retain until superseded by the final plat and destroy
Clerk	Structure plans for municipal buildings & bridges	Retain for life of the structure and transfer to the WHS
Clerk	Street vacations and dedications, copies	Retain for active reference life and destroy
Clerk	Street maintenance and repair records	25 years and destroy
Clerk	Tree planting, inspection, trimming & removal records	25 years and destroy
Clerk	State Highway Aids program records	7 years and destroy
Clerk	Bid notices and affidavits of publication (if required), all bids successful and unsuccessful, all contracts, all certificates of insurance, all other related records	7 years after contract expiration and destroy
		Unsuccessful bids 2 years after awarded and destroy
Clerk	Permits for excavation of streets by private utility companies	3 years and destroy
Clerk	Leases	7 years following termination of lease
Clerk	Public Works Project Records	20 years and destroy

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PAYROLL RECORDS		
Custodian	Records	Retention Period
Clerk	Employee time sheets	5 years and destroy
Clerk	Dept. of Revenue WT-6, WT-7 records	5 years and destroy**
Clerk	IRS W-4 records, IRS W-9 records	5 years after being superseded and destroy**
Clerk	IRS W-2, W-3, 941 records	5 years and destroy**
Clerk	Wisconsin Unemployment Tax and Wage reports	5 years and destroy**
Clerk	All other Payroll related records	5 years and destroy**
Clerk	Applications for Employment and resumes of persons not hired	1 year after filling of position and destroy**
Clerk	Employment Records	7 years following termination and destroy**
INSURANCE RECORDS		
Custodian	Records	Retention Period
Clerk	Accident Reports	3 years and destroy
Clerk	Insurance Policies and Certificates of	Permanent
Clerk	Claims	7 years and destroy
OTHER RECORDS		
Custodian	Records	Retention Period
Any	Any record subject to litigation, claim, audit or other action	Until permission to destroy obtained by Town Attorney
Any	Unlisted Records	7 years and destroy (unless added by amendment)
Any	Correspondence	3 years and destroy
* WHS - Wisconsin Historical Society		
** Records require security if they contain personal identity information		

Ordinance for the Destruction of Obsolete Records
Town of Cooperstown Letter of Notification of Intent to Destroy Records
APPENDIX B

TOWN OF COOPERSTOWN
15911 CTH R, Maribel WI 54227
Clerk 920-863-3261 Office & Fax
townofcooperstown1856@yahoo.com
www.townofcooperstown.com

Date:

State Archivist, Andrew Baraniak
State Historical Society of Wisconsin
816 State Street
Madison WI 53706-1482

RE: Destruction of Records for the Town of Cooperstown, Manitowoc County

Dear:

The Town of Cooperstown, Manitowoc County intends to destroy the following obsolete town records pursuant to our Municipal Ordinance 2018-1 Destruction of Obsolete Records.

Title of Records	Years Covered by Records	Volume of Records (if applicable)
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I understand that we are required to notify the State Historical Society of Wisconsin at least sixty days prior to destroying these records. If you have any questions about these materials, do not hesitate to contact me. Thank you for your prompt review of this request.

Sincerely,

Name
Town Clerk

Enclosure(s) (number of enclosures)