

TOWN OF CASSIAN – ORDINANCE

ORDINANCE NO. 2012-0005

19.21* ORDINANCE FOR THE DESTRUCTION OF OBSOLETE RECORDS

SECTION I – TITLE AND PURPOSE

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

SECTION II – AUTHORITY

The Town Board of Cassian, Oneida 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 Cassian.

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

SECTION IV – FINANCIAL RECORDS

The following Town of Cassian town officers, pursuant to s. 19.21 (5), Wis. stats., may destroy the financial records, except utility records, of which they are legal custodians and that are considered obsolete as provided in the Wisconsin Municipal Records Manual of the State Historical Society of Wisconsin and Wisconsin Department of Development.

SECTION V – UTILITY RECORDS

The Town of Cassian town officers, pursuant to s. 19.21 (5), Wis. stats., may destroy the utility records of which they are the legal custodians and that are considered obsolete as provided in the Wisconsin Municipal Records Manual of the State Historical Society and Wisconsin Department of Development.

SECTION VI – OTHER RECORDS

The Town of Cassian town officers, pursuant to s. 19.21 (5), Wis. stats., may destroy records of which they are the legal custodians and that are considered obsolete as provided in the Wisconsin Municipal Records Manual of the State Historical Society of Wisconsin and Wisconsin Department of Development.

SECTION VII — HISTORICAL SOCIETY NOTIFICATION

Prior to the destruction of any public records described in Section IV, V, or VI, at least 60 days' notice in writing shall be given to the State Historical Society of Wisconsin.

SECTION VIII — PENALTY PROVISIONS

Any person, partnership, corporation, or other legal entity that fail to comply with the provisions of this ordinance shall, upon conviction, pay a forfeiture of not less than \$250.00 nor more than \$1,000, 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 IX — 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 application of this ordinance that can be given effect without the invalid provision or application, and to this end the provision of this ordinance are severable.

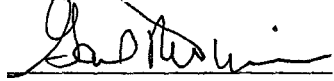
SECTION X — EFFECTIVE DATE, CONSTRUCTION


This ordinance shall be effective the day after its publication or posting. The town clerk shall property post or publish this ordinance as required under s. 60.80, Wis. stats..

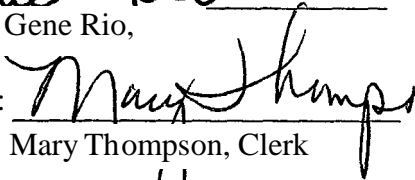
This ordinance shall not be construed to authorize the destruction of any public record after a period less than prescribed by statute or state administrative rules.

Adopted this 6th day of June 2012


Larry He


Gail R. Winnie, Supervisor


Gene Rio,

Attest: 
Mary Thompson, Clerk

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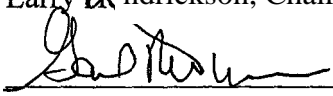
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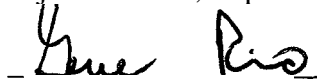
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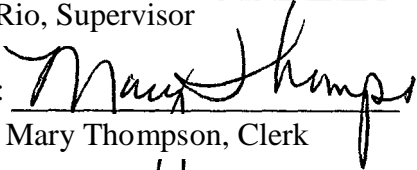
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Adopted this 6th day, of June 2012


Larry A. Hendrickson, Chairperson


Gajl R. Winnie, Supervisor


Gene Rio, Supervisor

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Mary Thompson, Clerk