

**TOWN OF WESTFORD – DODGE COUNTY, WISCONSIN
RESOLUTION NO. 10/2025-01R**

A Resolution to Adopt the Wisconsin Municipal Records Schedule Ordinance

WHEREAS, the Town Board of the Town of Westford recognizes the need for a consistent and lawful process for the retention and destruction of public records; and

WHEREAS, Wisconsin Statutes **§ 60.83** and **§ 19.21(4)** authorize towns to adopt a records management ordinance; and

WHEREAS, the **Wisconsin Municipal Records Schedule**, as approved by the Wisconsin Public Records Board on **August 27, 2018**, establishes uniform standards for records retention and destruction; and

WHEREAS, the Town Board has reviewed and approved **Ordinance No. 10/2025-01**, titled “*An Ordinance to Adopt the Wisconsin Municipal Records Schedule*,” which provides the Town’s legal custodians with authority to manage and destroy records in compliance with state law;

NOW, THEREFORE, BE IT RESOLVED by the **Town Board of the Town of Westford, Dodge County, Wisconsin**, that **Ordinance No. 10/2025-01** is hereby formally adopted.

BE IT FURTHER RESOLVED that the Town Clerk shall ensure proper posting or publication of the ordinance in accordance with **Wis. Stat. § 60.80**, and that the ordinance shall take effect upon publication.

Adopted this _____ day of _____, 20_____. By the Town Board of the Town of Westford, Dodge, County:

Corey Welch, Town Chairman

Dale Macheel, Supervisor

John Ver Hage, Supervisor

Attested:

Amy Burbach, Town Clerk