

CHAPTER 2.05 DESTRUCTION OF OBSOLETE RECORDS

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Sec. 2.05.01 **Purpose**

The purpose of this Chapter is to provide the Town officers of the Town of Sumpter with the authority to destroy certain obsolete public records in possession of the Town of Sumpter.

Sec. 2.05.02 **Authority**

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

Sec. 2.05.03 **Financial Records**

The Town Officers, pursuant to sec. 19.21(4), Wis. Stats., may destroy the following financial non-utility records that have been kept for more than seven (7) years of which they are the legal custodians and that are considered obsolete:

- A. Routine Financial Reports
- B. Income Notification
- C. Bank Statements and Deposit Books
- D. Vendor Bills
- E. Payroll Records - Quarterly and Annual Reports
- F. Batch Reports

Sec. 2.05.04 **Utility Records**

The Town Officers, pursuant to sec. 19.21(4), Wis. Stats., may destroy the following utility records that have been kept for more than two (2) years of which they are the legal custodians and that are considered obsolete:

- A. Water stubs
- B. Receipts of current billings
- C. Customer ledgers of any municipal utilities

Sec. 2.05.05 **Other Records**

The Town Officers, pursuant to sec. 19.21(4), Wis. Stats., may destroy the following records that have been kept for more than seven (7) years of which they are the legal custodians and that are considered obsolete:

- A. Election Records
- B. Licenses and Permits
- C. Operator Licenses
- D. General Correspondence

Sec. 2.05.06 **Time Period**

The time period for any Town public record that must be kept is seven (7) years, except that water stubs, receipts of current billings, and customer's ledgers of any municipal utility may be kept for not less than two (2) years, and any other records having a different retention period provided by statute should be kept for the specified time period.

Sec. 2.05.07 **Historical Society Notification**

Prior to the destruction of any public record described in Sections 2.05.03, 2.05.04, or 2.05.05, at least sixty (60) days notice in writing shall be given to the State Historical Society of Wisconsin, and the local Historical Society.

Sec. 2.05.08 **Penalty Provisions**

Any person, partnership, corporation, or other legal entity that fails to comply with the provisions of this Chapter, shall, upon conviction, pay a forfeiture of not less than \$10.00 nor more than \$50.00, plus the applicable surcharges, assessments, and costs for each violation. Each day a violation exists or continues shall be considered a separate offense under this Chapter. In addition, the Town Board may seek injunctive relief from a court of record to enjoin further violations.

Sec. 2.05.09 **Construction**

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