

TOWN OF FORESTVILLE, DOOR COUNTY  
Ordinance # 2017-09  
For the Destruction of Obsolete Records

STATE OF WISCONSIN  
Town of Forestville  
Door County

The Town Board of the Town of Forestville, Door County, Wisconsin, has the specific authority under s. 349.13 Wis. stats., to adopt this ordinance.

**SECTION I – TITLE AND PURPOSE**

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

**SECTION II – AUTHORITY**

The Town Board of the Town of Forestville, Door County, Wisconsin, has the specific authority under s. 9.21 (4), Wis. Stats., to manage and destroy obsolete public records in the possession of the Town of Forestville.

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

**SECTION IV – FINANCIAL RECORDS**

The following Town of Forestville town officers, pursuant to s. 19.21 (5), Wis. Stats., may destroy the financial records, except utility records, of which they are the legal custodians and that are considered obsolete as provided below:

Record Periods are: F=Fiscal Year, C=Creation date, E=Event, P=Permanent, T=Termination

Officer	Records officer authorized to destroy	Period records must be held by town
Financial	Bank Statements	F+7
	Check Register	F+7
	Receipt Register	F+7
	Deposit Tickets	F+7
	Pet License Receipts	C+3
	Check copy or stub	F+7
	Monthly Financial Report	C+3
	Tax Settlement Receipt (PC-502)	F+5
	Treasurer Settlement (PC501)	F+5

Clerical	Annual Budget	P
	Financial Budget	P
	Accounts Receivable Receipts	F+7
	Accounts Payable Invoices	F+7
	Accounts Payable Vouchers	F+7
	Meeting Agendas	C+3
	Meeting Notices	C+1
	Town Board Meeting Minutes	P
	Ordinances	P
	Resolutions	P
	Annexations	P
	Deeds	P
	Payroll Records, W-2, W3, 1099's	F+5
	Election Register	E+2
	Registration Cards(active)	Current
	Registration cards (cancelled)	E+4
	Poll List	E+2
	Campaign Registration Statements	C+6
	Campaign Financial Report	C+6
	Election Notices	E+2
	Absentee Ballot Applications	E+2
	Tally Sheets	E+2
	Defective/Challenged Ballots	E+2
	Board of Canvass Statement	P
	Nomination Papers	E+2
	Oath of Office	E+5 after term ends
	Assessment Roll	C+15
	Statement of Assessment (PA-521)	F
	Objection to Property Assessment	E+7
	Board of Review Minutes	C+7
	Board of Review Audio Tapes	E+7
	Notice of Determination	E+7
	Tax Settlement Receipt (PC502)	F+5
	Treasurer Tax Settlement (PC-501)	F+5
	Certificates of Apportionment	F+3
	Tax Levy of All Entities	F+3
	State Shared Aid Payment Notice	F+3
	Final Worksheet of Allowable Levy	F+5
	Statement of Taxes (PA-632A)	P
	Road Establishment	P
	Road Maintenance Records	C+10
	Road Aid Program Records	F+10
	Project Development Record	P
	Permit Applications (culvert)	P
	Permit Applications (building)	P



	Building Inspection Reports	P
	Beer & Alcohol License Applications	C+4
	Operator License Applications	C+4

## **SECTION V – UTILITY RECORDS**

The Town of Forestville town officers, pursuant to s. 19.21 (5), Wis. Stats., may destroy the following utility records of which they are the legal custodians and that are considered obsolete:

Officer	Records officer authorized to destroy	Period records must be held by town
	Maplewood Sanitary District Commissioner Oath of Office	E+5 after term ends
	Tax Levy Apportionment Form	F+3
	Delinquent Sewer & Water tax form	F+3

## **SECTION VI – OTHER RECORDS**

The Town of Forestville town officers, pursuant to s. 19.21 (5), Wis. Stats., may destroy the following records of which they are the legal custodians and that are considered obsolete:

Officer	Records officer authorized to destroy	Period records must be held by town
	Citations	E+7
	Complaints/Grievances	P
	Property Insurance Policies	T+25
	Workmen's Compensation Policy	T+25

## **SECTION VII – HISTORICAL SOCIETY NOTIFICATION**

Prior to the destruction of any public record described in Sections 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 fails to comply with the provisions of this ordinance shall, upon conviction, pay a forfeiture of not less than \$ 100 nor more than \$ 200, 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 of application 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 X - EFFECTIVE CONSTRUCTION**

This ordinance is effective on publication or posting.

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

Adopted this 21<sup>st</sup> day of November, 2017. The town clerk shall properly post or publish this ordinance as required under s. 60.80, Wis. stats.

Roy Englebert  
Roy Englebert, Town of Forestville Chair

Larry Huber  
Larry Huber, Supervisor

Jason Tlachac, Supervisor

Attest: Ruth Kerscher, Town Clerk

Ruth Kerscher