Chapter 1-7

Adopt the Wisconsin Municipal Records Schedule

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SECTION 1- TITLE AND PURPOSE

This ordinance is entitled the Town of Lake Mills, Jefferson County, Ordinance to Adopt the Wisconsin Municipal Records Schedule. The purpose of this ordinance is to provide the legal custodian(s) of public records in the possession of the Town of Lake Mills with the authority to retain and destroy those records.

SECTION II: AUTHORITY

The Town Board of the Town of Lake Mills, Jefferson County, Wisconsin, has the specific authority under ss. 60.83 and ss. 19.21(4), Wis. Stats., to adopt an ordinance to address the management and destruction of public records.

SECTION III: ADOPTION OF WISCONSIN MUNICIPAL RECORDS SCHEDULE

The Wisconsin Municipal Records Schedule, as approved by the Public Records Board on August 27, 2018, attached hereto and incorporated herein by reference, is hereby adopted by the Town Board of the Town of Lake Mills as the Town's official record retention schedule.

SECTION IV: NOTIFICATION TO WISCONSIN STATE HISTORICAL SOCIETY

When a record has met the terms of the retention period, the record may be destroyed by the legal custodian of the record, provided the custodian has complied with the notification

requirement set forth in s. 19.21(4), Wis. Stats., to the Wisconsin State Historical Society.

SECTION V: CONFLICT

In the event of any conflict between the terms of this ordinance and any applicable state statute, the applicable state statute shall control.

SECTION VII: REVOCATION OF PRECEDING ORDINANCE

This ordinance hereby revokes and supersedes any prior resolutions or ordinances adopted by the town board relating to the retention and/or destruction of public records of the Town of Lake Mills, including preceding ordinances 1-7 and 1-11.

SECTION VIII: EFFECTIVE DATE

This ordinance shall become effective upon its publication and/or posting in the manner set forth in s. 60.80, Wis. Stats.

Adopted this _____ day of _____, 20____.

By the Town Board of the Town of Lake Mills, Jefferson, County:

Attest: _____

Robin Untz, Town Clerk

_____

Thomas Buechel, Chairperson

_____

David Schroeder, Supervisor I

_____

James Heinz, Supervisor II