

Ordinance No.23

An Ordinance to Adopt the Wisconsin Municipal Records Schedule

Section 1 – Title and Purpose

This ordinance is entitled the Town of Dewey 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 Dewey, Portage County, Wisconsin, with the authority to retain and destroy those records.

Section 2 – Statutory Authority

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

Section 3 – Adoption of Ordinance

The Town Board, by this Ordinance, adopted on proper notice with a quorum and roll call vote by a majority of the Town Board present and voting, provides the authority for the Town Board to adopt the Wisconsin Municipal Records Schedule in the Town of Dewey. A Public Hearing was held before the adoption of this Ordinance and notice of the hearing was given by publication of a Class 1 Notice, under Ch. 985, Wis. Stats.

Section 4 – Adoption of the Wisconsin Municipal Records Schedule

The Wisconsin Municipal Records Schedule, as approved by the Public Records Board on August 27, 2018, and any subsequent updates to the Wisconsin Municipal Records Schedule are incorporated herein by reference, are hereby adopted by the Town Board of the Town of Dewey, Portage County, Wisconsin, as the Town's official record retention schedule. The Wisconsin Municipal Records Schedule is found in a PDF file at the following link;
<https://publicrecordsboard.wi.gov/Documents/Municipal%20GRS%20REVISED%206-2020.pdf>

Section 5 – 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 ss. 19.21(4), Wis. Stats., to the Wisconsin State Historical Society.

Section 6 – 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 7 – 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 Dewey, Portage County, Wisconsin.

Section 8 – Effective Date

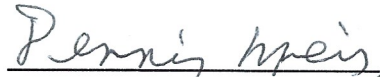
This ordinance shall become effective upon its publication and/or posting in the manner set forth in s. 60.80, Wis. Stats.

Adopted this 11th day of September, 2025

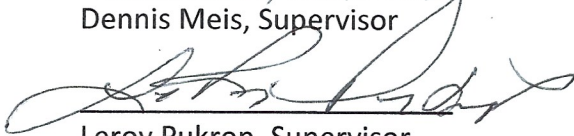
By the Town Board of the Town of Dewey, Portage County



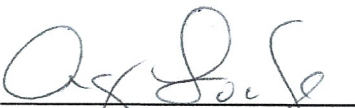
Maurice King, Chairperson



Dennis Meis, Supervisor



Leroy Pukrop, Supervisor

Attest: 

Angela Lochinger, Clerk