

RESOLUTION 2019-24

4-12-19

RESOLUTION BY ADMINISTRATION, PERSONNEL, POLICY, AND LEGAL COMMITTEE AUTHORIZING THE ADOPTION OF A GENERAL RECORDS SCHEDULE

WHEREAS, Public Records Law mandates that all municipalities manage and retain and records in accordance with a General Records Schedule;

WHEREAS, the General Records Schedule for Wisconsin Municipal and Related Records was updated in 2018; and

WHEREAS, there is a need to adopt the updated General Records Schedule in order to retain, transfer, and dispose of records.

NOW THEREFORE, the Village Board of the Village of Sturtevant, Racine County, Wisconsin does hereby resolve:

1. That the adoption of an updated General Records Schedule for Wisconsin Municipal and Related Records, approved by the Public Records Board on August 27, 2018 is authorized and approved and the Village President is authorized to sign any agreements or other documents necessary to carry out the intent of this resolution.
2. The Village President and the Village Clerk are authorized to sign any agreements or other documents necessary to carry out the intent of this resolution.
3. That the Village Clerk shall keep a copy of the General Records Schedule, Wisconsin Municipal and Related Records, as approved by the Public Records Board, August 27, 2018.
4. That the Village Clerk is directed to send a copy of this Resolution to the Wisconsin Public Records Board.

Adopted by the Village Board of the Village of Sturtevant, Racine County, Wisconsin, this 16th day of April 2019.

Village of Sturtevant

By _____
Jayme Hoffman, President

Attest _____
Mary Cole, Village Clerk