

## **Section 1.03 Public Records Destruction**

### **1.03(A) Title/Purpose**

The title of this Section is Public Records Destruction. The purpose of this Section is to provide the Town officers of the Town of Leeds with the authority to destroy certain obsolete public records in possession of the Town of Leeds.

### **1.03(B) Authority**

The Town Board of the Town of Leeds, Columbia County, Wisconsin, has the specific authority under Wis. Stat. § 19.21(4), to manage and destroy obsolete public records in the possession of the Town of Leeds.

### **1.03(C) Financial Records**

The Town Clerk may destroy the following non-utility records of which he/she is the legal custodian and which are considered obsolete, after completion of an audit by State auditors or an auditor licensed under Wis. Stat. Ch. 442, but not less than seven (7) years after payment or receipt of any sum involved in the particular transaction unless a shorter period has been fixed or will in the future be fixed by the State Public Records Board pursuant to Wis. Stat. § 16.61(3)(e), and then after such shorter period:

- (1) Bank statements, deposit books, slips and stubs;
- (2) Bonds and coupons after maturity;
- (3) Canceled checks, duplicates and check stubs;
- (4) License and permit applications, stubs and duplicates;
- (5) Official bonds;
- (6) Payrolls and other time and employment records of personnel included under the Wisconsin Retirement Plan;
- (7) Receipt forms;
- (8) Special assessment records;
- (9) Vouchers, requisitions, purchase orders and all supporting documents pertaining thereto.

### **1.03(D) Other Records**

The Town Clerk may destroy the following records of which he/she is the legal custodian and which are considered obsolete, but not less than seven (7) years after the record was effective:

- (1) Assessment rolls and related records, including Board of review minutes;
- (2) Contracts and papers relating thereto;

- (3) Correspondence and communication;
- (4) Financial reports other than annual financial reports;
- (5) Insurance policies;
- (6) Oaths of office;
- (7) Reports of boards, commissions, committees and officials duplicated in the Town Board minutes;
- (8) Resolutions and petitions;
- (9) Voter cards.

**1.03(E) Other Legal Requirements**

This Section shall not be construed to authorize the destruction of any public record after a lesser period than that prescribed by statute or State administrative regulation.