

## CHAPTER 37

### RECORDS RETENTION ORDINANCE

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**37.01 Purpose.** The purpose of this chapter is to establish a County records retention schedule and authorize destruction of County records pursuant to the schedule on an annual basis. Records custodians may destroy a record prior to the time set forth in the schedule only if such a record has been reproduced as an original record pursuant to § 16.61(7) or § 16.612 of the Wisconsin Statutes. Any record not covered by this chapter or any other regulation or law shall be retained seven (7) years unless the record is added by amendment to the ordinance and the shorter period is approved by the state Public Records and Forms Board.

**37.02 Historical Records.** The State Historical Society of Wisconsin (SHSW) has waived the required statutory 60 day notice under §19.21(5)(d) Stats., for any record marked "W"

(waived notice). SHSW must be notified prior to destruction of a record marked "N" (nonwaived). Notice is also required for any record not listed in this chapter. "N/A" indicates not applicable and applies to any County record designated for permanent retention.

**37.03 Definitions.** (1) LEGAL CUSTODIAN. The individual responsible for maintaining records pursuant to §19.33 Stats.

(2) RECORD. The meaning defined in §19.32(2) Stats.

**37.04 Retention Schedule.** The following records are maintained by the various departments in the County and are subject to uniform regulation unless otherwise specified. The retention period and authority are listed with each record.

**37.05 General.**

	<u>RECORDS</u>	<u>RETENTION</u>	<u>AUTHORITY</u>	<u>SHSW NOTIFICATION W-N-N/A</u>
1.	Contract, leases agreements, notices of taking bids	7 years after the last effective day thereof	59.52(4)(a)(10) Stats.	W
2.	Insurance policies			
	A. Claims	See Sec. B		
	(1) Workers compensation & liability	See Sec. 37.19		
	(2) General liability & property damage claims	See Sec. 37.06		
	B. Master contracts	Permanent		N/A
3.	Canceled checks	7 years *	59.52(4)(a)(16) Stats.	W
4.	Receipts	7 years *		W
5.	Accounts payable-purchasing invoices/vouchers/detail listing/vendor listing	7 years *		W
6.	Accounts receivable/receipts	7 years *		W
7.	Receipt journals	7 years *		W
8.	Vouchers/order register	7 years *		W
9.	General journal	7 years		N
10.	Construction plans for County buildings & bridges	Life of structure		N
11.	Blueprints	Until superseded by as-built tracings		N
12.	As-built tracings	Life of project		N
13.	Personnel records	See Sec. 37.19		W

	<u>RECORDS</u>	<u>RETENTION</u>	<u>AUTHORITY</u>	<u>SHSW NOTIFICATION W-N-N/A</u>
14.	Warranty records	Life of product or end of warrant: whichever occurs first		W
15.	Any record subject to litigation, claim, audit or other action	Until permission to destroy obtained from Corporation Counsel		N/A See specific category
16.	Citations (copies)	2 years		W
17.	Correspondence	3 years		W
18.	Fleet car usage, purchase requisitions	1 year after audit		W
19.	Purchase orders	7 years		W
20.	Bids and proposals, successful	1 year after audit		W
21.	Bids and proposals, unsuccessful	1 year after audit		W
22.	Public Works contracts			W
	A. Notice to contractors			
	(1) Successful bidders	7 years		
	(2) Unsuccessful bidders	2 years		
	B. Bidder's proof of responsibility			
	(1) Successful bidders	7 years		
	(2) Unsuccessful bidders	2 years		
	C. Bids			
	(1) Successful bidders	7 years after completion of project		
	(2) Unsuccessful bidders	2 years		
	D. Affidavit of organization & authority			
	(1) Successful bidders	7 years after project completion		
	(2) Unsuccessful bidders	2 years		

<u>RECORDS</u>	<u>RETENTION</u>	<u>AUTHORITY</u>	SHSW NOTIFICATION <u>W-N-N/A</u>
E. Bid tabulations	2 years		
F. Performance bond	7 years after completion of project		
G. Contract	7 years after completion of project		
H. Master project files	20 years		
23. Nomination papers County Offices	90 days	7.23(1)(k) Stats.	W

\* Time reduced to 2 years if the original records are maintained in the Accounting Department. County policy should determine where original records are kept.

### **37.06 Accounting.**

1. All accounts of County and books of account	7 years		W
2. General ledger	15 years		N
3. Bank statements	7 years		W
4. Balancing reports	4 years		W
5. Payroll registers, other payroll reports and social security and retirement earning reports	10 years		W
6. Withholding allowance certificates, employee wage and tax statements, and other tax records	7 years		W
7. Time cards, attendance records, salary schedule	7 years		W
8. Insurance records	7 years		W
9. Garnishment records	7 years		W
10. Rough work papers used in payroll calculations	3 years		W

	<u>RECORDS</u>	<u>RETENTION</u>	<u>AUTHORITY</u>	<u>SHSW NOTIFICATION W-N-N/A</u>
11.	Retirement records	8 years after end of service		W
12.	Deferred compensation payment records	8 years after end of service		W
13.	Equipment & furnishings inventories	Until superseded		W
14.	Property inventory	Until superseded		W
15.	Investment records	6 years		W
16.	Notices of tax apportionment from Secretary of State	3 years	59.52(4)(a)(1) Stats.	W
17.	Copies of notices of tax apportionment sent to local taxing district by County Clerk	3 years	59.52(4)(a)(2) Stats.	W
18.	Financial records	7 years		N
19.	Audit reports	7 years		N
20.	Journal entries	7 years		N
21.	General ledger, trial balance	7 years		W
22.	Budget, vendor listing, payables	3 years		W
23.	General liability & property damage claims	3 years after closure		W

**37.07 Administrative Coordinator.** No records covered at this time.

**37.08 Sauk County Board of Adjustment.**

1.	Decisions & supporting documents	See Sec. 37.28		
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	<u>RECORDS</u>	<u>RETENTION</u>	<u>AUTHORITY</u>	<u>SHSW NOTIFICATION W-N-N/A</u>
<b>37.09 Child Support.</b>				
1.	Expenditure reports & supporting documentation	3 years	45 CFR 74.20 - 74.24	W
2.	Statistical reports & supporting documentation	3 years	45 CFR 73.20 - 74.25	N
3.	Client/case records including client/attorney information	Until youngest child reaches age 21		W
4.	Records of required client notification	3 years	45 CFR 73.20 - 74.25	W
<b>37.10 Commission on Aging.</b> All financial and programmatic records, supporting documents, statistical records, and other records which are required to be maintained by the terms of the grant/contract or otherwise reasonable considered as pertinent to the grant/contract are governed by federal DHSS Regulations Title 45 part 74 Subpart D.				
1.	Records as defined above	3 years from the date Office of Commission on Aging submits to HSS the last federal expenditure report for each grant award		W
2.	Litigation, claims audit or other action involving records	Completion of action and resolution of all issues or the normal 3 year period: whichever is later		W
3.	Equipment records	3 years from date of disposition, replacement or transfer (direction of awarding agency)		W
4.	Indirect cost rate proposals & costs allocation plans	3 years from the end of the contract covered by the plan or proposal		W
5.	Nonexpendable property acquired with Title III or other federal or state funds	At least 3 years after final sale or disposition		W
6.	Year end summaries	10 years		N/A

In case of litigation, claim, audit or other action involving records or records concerning nonexpendable property, such records may not be disposed until authorization has been obtained by the awarding agency to dispose of records.

<u>RECORDS</u>	<u>RETENTION</u>	<u>AUTHORITY</u>	<u>SHSW NOTIFICATION W-N-N/A</u>
<b>37.11 Coroner.</b>			
1. Homicide or suspicious death investigation case files	75 years		N
2. Other investigation case files	7 years unless subject to litigation and then until litigation resolved		W
<b>37.12 Corporation Counsel.</b>			
1. Case files/nonlitigation	3 years		W
2. Case files/litigation	3 years after closure or when appeal time has run: whichever is longer		W
3. Legal memos	7 years		W
4. Legal opinions	Permanent		N/A
<b>37.13 County Clerk.</b>			
1. Apportionment maps	Until next apportionment	59.10 Stats.	W
2. Bank statements	7 years	59.61(3) Stats.	W
3. Bounty claims forwarded to DNR	1 year	59.52(4)(a)(3) Stats.	W
4. Claims or proceedings against the County: notification to Corporation Counsel	7 years	59.52(4)(a)(9) Stats.	W
5. Claims paid by County & supporting papers	7 years or until audited: whichever is earlier	59.52(4)(a)(9) Stats.	W

	<u>RECORDS</u>	<u>RETENTION</u>	<u>AUTHORITY</u>	<u>SHSW NOTIFICATION W-N-N/A</u>
6.	Consolidation of counties: order for referendum or special election regarding	7 years	59.08 Stats.	W
7.	County officers: appointment of	7 years	59.20 & 17.21(6) Stats.	W
8.	County orders uncalled for by the payee; list of	7 years	59.64(4)(e) Stats.	W
9.	County zoning ordinance: petition for amendment of	7 years	59.69 Stats.	W
10.	Court commissioner: statement of all actions or proceedings	7 years	59.64(1)(c) Stats.	W
11.	Crop reports by local assessors	3 years	59.52(4)(a)(5) Stats.	N
12.	Equalization board proceedings or board of review	7 years		N
13.	Farmland preservation agreements: application	7 years	91.13(1) Stats.	W
14.	Forest products: notice of cutting forest products	7 years	26.03(1)(a) Stats.	W
15.	Forfeiture: statements regarding the collection of & the payment to County treasurer	7 years	778.15 Stats.	W
16.	Legislative documents, copies of	Retain until superseded by published statutes	35.85(11) Stats.	W
17.	Oaths of office: County officers	7 years	59.52(4)(a)(17) Stats.	W
18.	Officers: town, city and village certified to County Clerk	After date of expiration of term listed	59.52(4)(a)(4) Stats.	N

	<u>RECORDS</u>	<u>RETENTION</u>	<u>AUTHORITY</u>	<u>SHSW NOTIFICATION W-N-N/A</u>
19.	Official bonds: County officers	6 years	59.52(4)(a)(8) Stats.	W
20.	Payment vouchers and disbursement made by County treasury	7 years or until audited: whichever is earlier	59.64(4)(b) Stats.	W
21.	Resignation of public officers	7 years	17.01(5) & 17.01(7) Stats.	W
22.	Resolutions: agricultural use zoning ordinance	7 years	91.73(3) Stats.	W
23.	Town: order establishing a new town	7 years	60.05(4) Stats.	N
24.	Town: record of any alteration of boundaries or organization of town	7 years		N
25.	Writs of certiorari	7 years	753.04 Stats.	W
26.	County Board committee proceedings	7 years		N
27.	County Board meeting notices	7 years	59.11 Stats.	W
28.	County Board ordinances	7 years		N
29.	County Board proceedings: original papers, resolutions & reports concerning	6 years after date of publication	59.52(4)(c)(1) Stats.	N
30.	County Board resolutions	7 years	59.02(1) Stats.	N
31.	Statistical report of County Clerk to County Board	2 years		N
32.	Absentee certificate affidavit envelopes	90 days after date of local election & 22 months after federal election	7.23 Stats.	W

	<u>RECORDS</u>	<u>RETENTION</u>	<u>AUTHORITY</u>	<u>SHSW NOTIFICATION W-N-N/A</u>
33.	All other election materials and supplies	90 days after date of local election & 22 months after federal election	7.23(1)(k) Stats.	W
34.	Ballots, federal	22 months after election	7.23(1)(f) Stats.	W
35.	Ballots, nonfederal	30 days after election	7.23(1)(h) Stats.	W
36.	Certificate of election	7 years	7.60(6) Stats.	W
37.	Certified lists of all candidates on file	90 days after date of local election & 22 months after federal election	7.08(2)(a) Stats.	W
38.	Detachable recording units	14 days for primary & 21 days after any other election, clear or erase after transfer to a disk or other recording medium	7.23(1)(g) Stats.	W
39.	Disk or tape of election data	90 days after date of local election & 22 months after federal election	7.23(1)(g) Stats.	W
40.	Election notices (types A-E & special elections), proofs publication & correspondence	1 year after date of local election & 22 months after federal election, unless contested then by court order	7.23(1)(j) Stats.	W
41.	Election returns including inspector's statements, tally sheets, lists and envelopes	90 days after day of local election & 22 months after federal election	7.23(1)&7.51(5) Stats.	W
42.	Election supplies	90 days after date of local election & 22 months after federal election	7.11(1)(a) Stats.	W

	<u>RECORDS</u>	<u>RETENTION</u>	<u>AUTHORITY</u>	SHSW NOTIFICATION <u>W-N-N/A</u>
43.	Federal elections records other than registration cards	22 months after day of election	7.23(1)(f) Stats.	W
44.	Financial registration statements	6 years after date of termination of registrant	7.23(1)(d) Stats.	W
45.	Financial campaign reports	6 years after date of receipt	7.23(1)(d) Stats.	W
46.	Nomination papers for political party committee man or woman	90 days after date of election	7.23(k) Stats.	W
47.	Nomination papers County offices, 1940 & after	90 days after election	7.23(k) Stats.	W
48.	Nomination papers County offices, before 1940	N/A		N
49.	Official canvasses including statements & determinations for local elections	10 years after date of election	7.23(1)(i) Stats.	W
50.	Official canvasses: votes cast for state & national offices	10 years after date of election	7.23(1)(i) Stats.	W
51.	Recount fee record	7 years	9.01(1)(ag)4 Stats.	W
52.	Registration & poll lists; nonpartisan elections, 1940 & after	2 years after election	7.23(1)(f) Stats.	W
53.	Registration & poll lists; nonpartisan elections, before 1940	N/A		N
54.	Registration & poll lists; partisan elections, 1940 & after	4 years after election	7.23(1)(f) Stats.	W

	<u>RECORDS</u>	<u>RETENTION</u>	<u>AUTHORITY</u>	<u>SHSW NOTIFICATION W-N-N/A</u>
55.	Registration & poll lists; partisan elections, before 1940	N/A		N
56.	Registration & voting statistics	90 days after date of local election & 22 months after federal election	6.275(1) Stats.	N
57.	Sample ballots	22 months after federal election & 30 days after nonfederal election	5.66(2) Stats.	W
58.	Dog license fee records, reports	3 years provided the records have been audited	174.08 Stats.	W
59.	Dog licenses & tags: related records	2 years	174.07 Stats.	W
60.	Dog licenses: town & municipal treasurers' records of licenses sold & issued	3 years	59.52(4) (a)(11) Stats.	W
61.	Dogs: lists of, kept in assessment district	2 years	174.06(7) Stats.	W
62.	Hunting, trapping, fishing licenses & other approvals	3 years	29.09 & 29.09(6) Stats.	W
63.	License fee records: hunting, trapping, fishing	3 years provided the records have been audited	29.09(7)(a) Stats.	W
64.	Livestock: claims for damage by dogs	7 years	174.11(1) Stats.	W
65.	Marriage license applications & supporting papers	10 years	59.52(4) (a)(19) Stats.	W
66.	Marriage license docket	7 years	765.20 Stats.	W

	<u>RECORDS</u>	<u>RETENTION</u>	<u>AUTHORITY</u>	<u>SHSW NOTIFICATION W-N-N/A</u>
67.	Marriage license receipts & records	7 years	765.15 Stats.	W
68.	Marriage of underage persons, consent of guardian	7 years	765.02(2) Stats.	W
69.	Notice of stray animals	2 years	170.02 Stats.	W
70.	Airport land: acquisition of, order & maps	7 years	114.33(6) Stats.	N
71.	Award of compensation pursuant to relocation orders	7 years	32.05(7)(a) Stats.	W
72.	Condemnation proceedings: assessments of benefits & damages made in	7 years	27.065(2)(b) Stats.	W
73.	Condemnation proceedings: publication of final determination as a Class II notice	7 years	27.065(6)(j) Stats.	W
74.	County forest lands: easements; entry & withdrawal	7 years	28.11(4)(f) & 28.11(4)(d) Stats.	W
75.	County highways; acquisition of land, order & map; construction, statements and payroll	7 years	83.08(1) & 83.04(4) Stats.	W
76.	County highways; finding, determination, & declaration regarding controlled access	7 years	83.027(1) Stats.	W
77.	County improvements notice	7 years	27.065(9)(a) Stats.	W

	<u>RECORDS</u>	<u>RETENTION</u>	<u>AUTHORITY</u>	<u>SHSW NOTIFICATION W-N-N/A</u>
78.	County parks & parkways: final determination of damages & benefits; notice of appeal, liens against property, plans & specifications of contractors, special assessments	7 years	27.065(5)(6)(8)(9)(10) Stats.	W
79.	District protection & rehabilitations, special assessments and changes	7 years	33.32(1)(c) Stats.	W
80.	Drainage district: transfer to other jurisdiction, petition and resolution	7 years	88.83(4) Stats.	W
81.	Flood works: petition for reports; notice of hearing	7 years	87.04(1) & 87.07(1) Stats.	W
82.	Highway jurisdiction maps	7 years	86.302(1) Stats.	W
83.	Leasing of land under the U.S. flood control act of 1954	7 years	24.39(3) Stats.	W
84.	Municipal power & water districts: resolutions of organization, public service commission reports, petitions, referendum results	7 years	198.03, 198.04 & 198.06 Stats.	W
85.	Notices to town assessors regarding lands sold & owned by County: copies	3 years	59.52(4) (a)(13) Stats.	W
86.	Petitions & objections regarding establishment of public land, inland lake protection & rehabilitation district	7 years	33.26(1) & 33.25(1) Stats.	W
87.	Protest of proposed zoning amendment in airport affected area	7 years	59.69 Stats.	W

	<u>RECORDS</u>	<u>RETENTION</u>	<u>AUTHORITY</u>	<u>SHSW NOTIFICATION W-N-N/A</u>
88.	Relocation orders	Retain latest revision for each project	32.05(1)(a) Stats.	W
89.	State trunk highways, County maps	7 years	84.02(12) Stats.	N
90.	Streets and parkways: adoption of grades & alterations	7 years	27.065(3) Stats.	W
91.	Town highways, petitions for immediate repair to culvert or bridge	7 years	81.38(3) Stats.	W
92.	Town highways: appropriations; appeals to County Board	7 years	81.38(1) & 88.83(4) Stats.	W
93.	Zoning ordinance: adoption of	7 years	59.69 Stats.	W
94.	Aid: application for, hearing and review	7 years	49.50(8)(b)1 & 49.50(9)(a) Stats.	W
95.	Audit by state Department of Health & Social Services & administrative review of general relief agency	7 years	46.206(1)(c) & 46.208(2)(m) Stats.	W
96.	Duplicate of bond furnished by conservator of County hospital patient or County home resident or guardian for mentally ill patient	7 years	880.295(1) Stats.	W
97.	Clerk of Court for juvenile matters: appointment of	7 years	48.04(1) Stats.	W
98.	Power of attorney for health care instrument	7 years	155.30(3) Stats.	W
99.	Soldiers graves: record for the care of	7 years	45.185(2) Stats.	W

	<u>RECORDS</u>	<u>RETENTION</u>	<u>AUTHORITY</u>	<u>SHSW NOTIFICATION W-N-N/A</u>
100.	Veterans service commission: individual members' surety bond	7 years	45.12(2) Stats.	W
101.	Wills, living	7 years	154.03(2) Stats.	W
102.	Apportionment of County taxes: record of	7 years	70.63(1) Stats.	W
103.	Court certificates drawn on County treasurer	7 years	66.081 Stats.	W
104.	Local assessors: reports detailing the work of	7 years	73.06(5) Stats.	W
105.	Notice of application for tax deed: affidavits related to	7 years	75.12(3) Stats.	W
106.	Notices of application for taking of tax deeds & certification of nonoccupancy, proofs of service & tax certificates filed	15 years	59.52(4) (a)(7) Stats.	W
107.	Receipts from every County officer, employee, board, commission or other body collecting or receiving money on behalf of the County	7 years or until audited: whichever is earlier	59.61(1) Stats.	W
108.	Receipts issued by treasurer: copies	4 years or until audited: whichever is earlier	59.52(4) (a)(12) Stats.	W
109.	Service of notice on owner of record of original title	7 years	75.28(2) Stats.	W
110.	Tax Appeals Commission: appeals to	7 years	70.64(6) Stats.	W
111.	Tax Appeals Commission: notice of hearing	7 years	70.64(4) Stats.	W

	<u>RECORDS</u>	<u>RETENTION</u>	<u>AUTHORITY</u>	<u>SHSW NOTIFICATION W-N-N/A</u>
112.	Tax apportionment notices sent to local taxing districts: copies	3 years	59.52(4) (a)(2) Stats.	W
113.	Tax apportionment: notices from Secretary of State	3 years	59.52(4) (a)(1) Stats.	W
114.	Tax deeds	7 years	75.16 Stats.	N/A
115.	Tax deeds: cancellation of	7 years	75.23 Stats.	W
116.	Tax receipts	15 years	59.52(4) (a)(14) Stats.	W
117.	Taxes levied on taxable property: statement of	7 years	69.62 Stats.	W
118.	Woodland tax law: copy of DNR action request to place under law	7 years	77.16(9) Stats.	W
119.	Any record subject to litigation, claim audit or other action	Until permission to destroy obtained from Corporation Counsel		W
120.	Correspondence	7 years		W
121.	Any contract lasting for more than one year or Involving \$10,000.00 or more	7 years after the last effective day thereof	59.52(2) Stats., 59.52(4)(a)10., Stats.	W

**37.14 Courts (Circuit Court, Court Commissioner, Clerk of Court, Register In Probate).**

All records maintained by the Clerk of Court, Register in Probate, Juvenile Court or Juvenile Intake Office relating to Juvenile Court matters, and the Family Court Commissioner shall be retained in compliance with Supreme Court Rules Chapter 72. Records not specified therein of a general county-wide nature shall be retained pursuant to sec. 37.05 of this ordinance.

1.	Records of child in	See Sec. 37.36		
2.	Juvenile secure facility records	10 years after 18th birthday	HSS 346.13 and SCR 72	W
3.	Court costs and fees	7 years	814.22(2) Stats.	W

**37.15 District Attorney (Victim Witness).** District Attorney records are governed by state record retention schedule. Reference RDA#'s 505/142 through 505/148. Call the Public Records and Forms Board at 608-266-2996 or the State Prosecutors Office at 608-267-2700 for information on retention and disposition of these records.

**37.16 Emergency Government.**

	<u>RECORDS</u>	<u>RETENTION</u>	<u>AUTHORITY</u>	SHSW NOTIFICATION <u>W-N-N/A</u>
1.	Federal Emergency Management Agency Grants	7 years		W
2.	State SARA Title III Grants	10 years		W
3.	Emergency Response Plans	Until updated		W
4.	Underground Storage Tank Investigation Reports and Closures	10 years		W
5.	Presidential Declaration Grants	10 years		W
6.	Shelter Agreements	7 years after completion of agreement		W
7.	Petty Cash Records	7 years		W
8.	Severe Weather Logs	7 years		W

**37.17 Health Care Center.**

1.	Original medical record	5 years after discharge or death	HSS 132.45(4)(f)2.	W
2.	Master resident index	Permanent	HSS 132.45(4)(f)3.	N/A
3.	Disease index	Permanent	HSS 132.45(4)(f)3.	N/A
4.	Patient accident reports	7 years	HSS 132.45(4)(f) & 132.45(5)(c)4.	W
5.	Copies of court orders or other documents authorizing another person to speak or act on behalf of the resident	5 years	HSS 132.45(4)(f)	W

6.	Employee/personnel records	See Sec. 37.19		
7.	Dietary records (all menus & therapeutic diets)	2 years	HSS 132.45(6)(a) & 132.45(4)(d)	W
8.	Staff work & time schedules	2 years	HSS 132.45(6)(b) & 132.45(4)(d)	W
9.	Safety tests: records of fire detection, alarm & extinguishment tests	2 years	HSS 132.45(6)(c) & 132.45(4)(d)	W
10.	Inservice & orientation programs (including subject matter, instructors & attendance records)	2 years	HSS 132.45(6)(f) & 132.45(4)(d)	W
11.	Resident census reports	2 years	132.45 Stats.	W
12.	Transfer agreements	2 years	HSS 132.45(6)(g) & 132.45(4)(d)	W
13.	Professional consultations, documentation used by facility	2 years		W
14.	Funds & property statements of residents	2 years from date of residents' discharge, transfer from facility or death	HSS 132.45(6)(h) & 132.45(4)(d)	W
15.	All other records required by HSS 132.45	2 years	HSS 132.45(4)(f)	W
16.	Drug control sheets	5 years	Phar. 7.05	W
17.	Utilization review & other committee meeting minutes	7 years		W
18.	Gas tax refund	3 years		W
19.	Receipts/patient cash/bank statements/documents & income records maintained by facility for residents	5 years		W
20.	Purchase orders (copy)	3 years		W

	<u>RECORDS</u>	<u>RETENTION</u>	<u>AUTHORITY</u>	<u>SHSW NOTIFICATION W-N-N/A</u>
<b>37.18 Highway.</b>				
1.	Machinery, time sheets	1 year after machinery replaced		W
2.	Permits	Permanent		N/A
3.	State gas reports	3 years		W
4.	Accident reports (copies)	3 years		W
5.	Insurance reports (copies)	3 years		W
6.	Stock control records	2 years		W
7.	Fuel usage reports	2 years		W
8.	Heavy equipment & vehicle inventory ledger	Until superseded		W
9.	Vehicle maintenance histories	Life of vehicle		W
10.	Vehicle usage reports	2 years		W
<b>37.19 Human Resources.</b>				
1.	Department training records, time cards, attendance records & salary schedules.	7 years		W
2.	Performance evaluations & medical records	6 years		W

	<u>RECORDS</u>	<u>RETENTION</u>	<u>AUTHORITY</u>	<u>SHSW NOTIFICATION W-N-N/A</u>
3.	EEO-4 reports, obsolete job description & any personnel or employment records made or kept, including, but not limited to, application forms or test papers by applicants & other records or decisions pertaining to hiring, promotion, demotion, transfer, layoff or termination, terms of compensation, & selection of training	3 years except where a charge of discrimination has been filed; all personnel records relevant to a charge or action shall be retained until final disposition of the charge or the action		W
4.	Verification of Alienage Records	3 years from date of hiring or 1 year from date of termination		W
5.	Union contracts & grievance, mediation & arbitration records	Permanent		N/A
6.	Individual employee personnel files	8 years after end of service		W
7.	Directives & policies	7 years after being updated		W
8.	Workers compensation & liability claims	12 years after closure		W
9.	Insurance records	7 years		W
10.	Unemployment compensation records	4 years		W
11.	Accident reports, injury claims & settlements; injury frequency charts	8 years after end of service		W
12.	Deferred compensation payment records	8 years after end of service		W
	A. Directives & policies	7 years after being updated or terminated		W

	<u>RECORDS</u>	<u>RETENTION</u>	<u>AUTHORITY</u>	SHSW NOTIFICATION <u>W-N-N/A</u>
13.	Drug & Alcohol Testing Records	Permanent		W

**37.20 Human Services.** (Administration, Accounts Receivable, Business Office, Alcohol/Drug Abuse Services, Economic Support/Public Assistance, Family and Children's Services, Home Health, Long Term Support, Medical Records, Mental Health Services, Mental Health/CSP)

1.	Case records & other materials of all public assistance kept as required under Chapter 49	3 years if no payments have been made for at least 3 years & a face sheet & financial record of payments for each aid account are preserved in accordance with rules adopted by DHSS, set out below.	59.52(4) (a)(18) Stats.	N
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A. Open public assistance case records:

(1)	All data forms; case determination sheets worksheets; medical assistance certification sheets; sheets which document the verification of changeable items, such as income or health status; correspondence to & from applicants & recipients; & any other documents needed to support income maintenance agency decisions.	Keep for most recent 6 year period	HSS 245.03(1)(a)	
(2)	Sheets which document the verification of unchangeable items, such as social security numbers, birth dates, & citizenship	As long as case is open	HSS 245.03(1)(b)	
(3)	Financial record for all payments not on file in CRN	As long as case is open	HSS 245.03(1)(c)	

<u>RECORDS</u>	<u>RETENTION</u>	<u>AUTHORITY</u>	SHSW NOTIFICATION <u>W-N-N/A</u>
B. Closed public assistance cases & denied cases:			
(1) Records specified in 1.A(1), above	36 months following date of closing	HSS 245.03(2)(a)	
(2) Most recent data form, records specified in 1.A(2), above & materials relating to any lack of cooperation on the part of the recipient	6 years from date of closing	HSS 245.03(2)(b)	
(3) Most recent data form & records specified in 1.A(2), above	36 months from date of denial	HSS 245.03(2)(c)	
2. Original fiscal records	7 years		W
3. Juvenile examination records under 48.59 Stats.	7 years	70 Atty. Gen. 176	W
4. Social services case files			
A. State required case documentation; initial contact sheet; notice of agency action; social services face sheet; social services agreement; social services narrative; financial information; any other records documenting client eligibility & activity	3 years after case is closed	DHSS Memo (82-1A)	N

RECORDS	RETENTION	AUTHORITY	SHSW NOTIFICATION W-N-N/A
<p>B. State required &amp; County developed case documentation; assessment or diagnostic forms, records &amp; narratives; social &amp; medical histories; copies of court reports pertinent to the case; release of information forms; client progress notes; case review forms; client or service agreements; forms &amp; documentation of eligibility or financial status</p>	<p>3 years after case is closed</p>		
<p>C. Social services records for cases not opened for services; applications; referral actions not resulting in case opening; miscellaneous requests &amp; correspondence about individual clients from consumer &amp; other agencies which do not result in case opening</p>	<p>1 year after final action/determination</p>		
<p>5. Chapter 51 treatment records</p>	<p>A. 7 years after treatment unless specified below</p> <p>B. In the case of a minor until the person becomes 19 years of age or until 7 years after treatment: whichever is longer</p> <p>C. Any record undergoing federal or state audit shall be maintained until completion of the audit</p>	<p>HSS 92.12</p>	<p>W</p>

	<u>RECORDS</u>	<u>RETENTION</u>	<u>AUTHORITY</u>	<u>SHSW NOTIFICATION W-N-N/A</u>
		D. Records relating to legal actions shall be maintained until completion of legal action		
		E. Records relating to billings or collections shall be maintained as long as the files are active. Records remain active as long as liability exists with the following exception: For inpatient mental health services, client records may be placed in inactive status when third-party sources are exhausted & it has been determined the responsible parties have a permanent inability or unlikely future ability to pay	HSS 1.06(3)(d)	
		F. Inactive client records shall be available for audit purposes & kept a minimum of 5 years with the following exception: Where liability for inpatient mental health services remains, client records shall be kept a minimum of 10 years after the last transaction is posted to the record	HSS 1.06(3)(e)	
6.	Payee records	10 years		W
7.	Case management files	7 years		W
8.	Payee misc. documents	3 months after audit is completed		W

<u>RECORDS</u>	<u>RETENTION</u>	<u>AUTHORITY</u>	<u>SHSW NOTIFICATION W-N-N/A</u>
9. Child placing agency records			
A. Register identifying information about children accepted for service or placement	Permanent	HSS 54.05(2)(a)1	N/A
B. Individual case records for each child served & his/her family	7 years after case closed		W
C. Individual foster home records for each foster home used by the agency, which includes signed applications and agreements	7 years		W
D. Individual records of studied adoptive applicants	7 years		W
E. Personnel records	See Sec. 37.19		
F. Financial reports & audits	7 years		W
G. Licensing & certification records for in-home & family day care: adult family homes; foster homes; & group foster homes for children; application or other request forms; inspection & observation check lists; correspondence; other documentation relating to licensing or certification; approved license or certificate	2 years after the license or certificate is no longer active		W

	<u>RECORDS</u>	<u>RETENTION</u>	<u>AUTHORITY</u>	<u>SHSW NOTIFICATION W-N-N/A</u>
	H. Licensing & certification records for above types of facilities where license or certificate was not approved.	1 year after final action/determination		W
	I. Adoption records; County agencies providing child welfare services under § 48.56 Stats., or child placing agencies licensed under § 48.60 Stats., should follow the detailed procedures for adoption information search & disclosure detailed in HSS 53.	Permanent	HSS 53.07(1)	N/A
10.	Third-party recovery records	One (1) year after case closure; recommend microfilming essential information		W
11.	Fraud referral records			W
	A. Unfounded	3 years after determination; recommend microfilming essential information		W
	B. Founded: referred D.A.	7 years after determination; recommend microfilming essential information		W
	C. Founded: other	5 years after determination; recommend microfilming essential information		W

	<u>RECORDS</u>	<u>RETENTION</u>	<u>AUTHORITY</u>	<u>SHSW NOTIFICATION W-N-N/A</u>
<b>37.21 Land Conservation.</b>				
1.	Financial records	3 years after date of final settlement	NR 120.26(1)(b)1.	W
2.	Grant records	3 years after termination of grant agreement or final settlement: whichever is later	NR 120.26(1)(b)3.	W
3.	Cost share agreement records	Duration of maintenance period of cost share agreement	NR 120.26(1)(b)4.	W
4.	Records relating to appeals, disputes or litigation, claims & exceptions	Until resolution of appeal, dispute, litigation, claim or exception	NR 120.26(1)(c)	W
5.	Records & documents relating to the maintenance of structures & facilities	Duration of maintenance period required for structures or facility	ATCP 50.09	W
6.	Soil & water resource management project records	3 years after project is completed or for the duration of project's maintenance period: whichever is longer	ATCP 50.09	W

**37.22 Library System.** No records covered at this time

**37.23 Maintenance.**

1.	Blueprints	Permanent or until building disposed of		N/A
2.	Shop drawings	Permanent		N/A

	<u>RECORDS</u>	<u>RETENTION</u>	<u>AUTHORITY</u>	<u>SHSW NOTIFICATION W-N-N/A</u>
3.	Equipment & machine maintenance records	Life of equipment		W
4.	Utility usage	5 years		W
5.	Inventory	Until superseded		W
6.	Receipts from County Treasurer	4 years or until audited: whichever is sooner		W
7.	Keying list	Until superseded		W
8.	Material data sheets	7 years after product used up		W
9.	Nontoxic substances	7 years after product used in the workplace		W
10.	Toxic substances	30 years after product used in the workplace		W

**37.24 Management Information Systems.** Provides information technology services for departments and stores records information electronically for departments. Record information stored electronically must be maintained pursuant to the guidelines established for the specific departmental records and county-wide records enumerated in this chapter.

**37.25 Mapping.** See sec. 37.28

**37.26 Parks.**

1.	Master park plan	Permanent		N/A
2.	Plats	Permanent		N/A
3.	Aerial photographs	Permanent		N/A
4.	Committee agendas & minutes	6 years		W

	<u>RECORDS</u>	<u>RETENTION</u>	<u>AUTHORITY</u>	SHSW NOTIFICATION <u>W-N-N/A</u>
5.	Citation & park patrol records	2 years		W
6.	Guidebooks & trail information	Until updated or no longer usable		W
7.	Park inspection reports	3 years		W
8.	Wisconsin Conservation Corps projects/crew information	3 years		W
9.	Annual work plans	3 years		W
10.	Dam information & permits	Permanent		N/A
11.	Equipment & vehicle registration reports	Until equipment & vehicles disposed of		W
12.	General information	Until updated		W
13.	Land acquisition, deeds, abstracts	Permanent		N/A
14.	Agreements & contracts	7 years after expiration		W
	<b>37.27 Public Health.</b>			
1.	Family profiles, health, status reports, data base, medical care strategy, and progress reports	7 years after the close of the case		W
2.	Health Check case files	7 years from the date of last activity		W
3.	Well child clinic screening records	7 years from the date of last activity		W

	<u>RECORDS</u>	<u>RETENTION</u>	<u>AUTHORITY</u>	<u>SHSW NOTIFICATION W-N-N/A</u>
4.	Newborn profiles & nurses' home visit reports	7 years from the date of last activity		W
5.	Student health records	1 year after the date upon which the pupil graduated from or last attended the school	118.125(3) Stats.	W
6.	School age child screening program summary logs	2 years		W
7.	Sexually transmittable disease files	5 years from the date of final treatment	143.07(7) Stats.	W
8.	Tuberculin skin test record	7 years; if the information has been transferred to a permanent case file, retain 2 years		W
9.	Public health nurses' daily reports	2 years		W
10.	Director's monthly reports	2 years		W
11.	Confidential birth report for health offices	1 year		W
12.	Bureau of community health & prevention grants management records	5 years following final report		W
13.	Annual reports	Permanent		N/A
14.	Contracts, lease agreements	7 years after the last effective day thereof		W
15.	Survey/audit records	Permanent		N/A

	<u>RECORDS</u>	<u>RETENTION</u>	<u>AUTHORITY</u>	<u>SHSW NOTIFICATION W-N-N/A</u>
16.	Communicable disease records			
	A. Communicable disease report (4151) local copy (original to State Epidemiologist)	2 years		W
	B. Communicable disease, food & waterborne outbreak records	7 years		W
	C. Immunization record	Age 18 transferred to adult file: permanent		N/A
	D. Immunization consent form	Permanent	Recommended policies and procedures for immunization programs 4/88	N/A
17.	Environmental Health Records			
	A. Licensed establishments	3 years		W
	B. On-site waste	Until system is abandoned		W
	C. Wells	Until system is abandoned		W
	D. Complaints	5 years		W
	E. Rabies control reports	3 years		W
18.	Miscellaneous			
	A. Publications	5 years		W
	B. General correspondence	2 years		W
	<b>37.28 Planning &amp; Zoning.</b>			
1.	Plats	Permanent		N/A

	<u>RECORDS</u>	<u>RETENTION</u>	<u>AUTHORITY</u>	<u>SHSW NOTIFICATION W-N-N/A</u>
2.	Assessors plats	Permanent		N/A
3.	Aerial photographs	Until superseded		N
4.	Certified surveys	Permanent		N/A
5.	Water quality approval letters	Permanent		N/A
6.	Parcel maps	Until superseded		W
7.	Hauler licenses/ applications	2 years after renewal		W
8.	County Development Plan	Until superseded		N
9.	Land Information Plan	Until superseded		W
10.	Waste Management Plan	Until superseded		W
11.	Aerial photographs	Until superseded		N
12.	Permit applications	Permanent		N/A
13.	Code violation records & correspondence	10 years		W
14.	Code compliance & inspection reports	Permanent		N/A
15.	Permit ledger	3 years		W
16.	Sauk County Board of Adjustment decisions & supporting documentation	Permanent		N/A
17.	Certified surveys	Permanent		N/A
18.	Soil reports	Permanent	145.135(1) Stats.	N/A

	<u>RECORDS</u>	<u>RETENTION</u>	<u>AUTHORITY</u>	<u>SHSW NOTIFICATION W-N-N/A</u>
19.	Pumping reports of holding tanks & septic systems	7 years		W
20.	Surveyor: survey conducted to erect monument	Permanent	60.84(4) Stats.	N/A
<b>37.29 Real Property Lister.</b>				
1.	Final real property assessment roll	15 years except that no assessment roll containing forest crop acreage may be destroyed without prior approval of the Secretary of Revenue.	59.52(4) (c)(2) Stats.	N
2.	Parcel maps	Until superseded		W
<b>37.30 Register of Deeds.</b>				
1.	Obsolete documents pertaining to chattels, including final books of entry	6 years, with County Board approval	59.43(12) Stats.	W
2.	Plat maps & corrections of	Permanent	236.02(10) & 236.295(1) Stats.	N/A
3.	Certified surveys & corrections of	Permanent	236.34(1) & 236.295(1) Stats.	N/A
4.	Assessors plats & amendments	Permanent	70.27(2)(8) Stats.	N/A
5.	Deeds, mortgages, maps instruments & writings authorized by law to be recorded in the Register of Deed's office	Permanent	59.43 Stats	N/A

	<u>RECORDS</u>	<u>RETENTION</u>	<u>AUTHORITY</u>	<u>SHSW NOTIFICATION W-N-N/A</u>
6.	Vital records: certificate of birth, death, divorce or annulment, marriage documents & related data plus indexes	Permanent	69.01(15)(a) & 59.43 Stats.	N/A
7.	Quarter sections maps, copies	Until superseded		W
8.	Annexation of territory by a city or village: related records	Permanent	66.021(8)(a)(e) & 66.023(10) Stats.	N/A
9.	Annulment, divorce or legal separation judgment which affects title to real estate or liability for payment of support or maintenance	Permanent	767.255 & 767.40(2) Stats.	N/A
10.	Appointment of any guardian or conservator appointed in any other state, district, territory or country together with a duly authenticated copy of the appointment of the special guardian of such minor or incompetent person	Permanent	786.25(3) Stats.	N/A
11.	Articles of incorporation & amendments for mutual associations	Permanent	215.71(3) Stats.	N/A
12.	Articles of incorporation for capital stock associations & amendments	Permanent	215.61(3) Stats.	N/A
13.	Articles of incorporation for banking corporations & amendments	Permanent	221.03(3) Stats.	N/A

	<u>RECORDS</u>	<u>RETENTION</u>	<u>AUTHORITY</u>	<u>SHSW NOTIFICATION W-N-N/A</u>
14.	Articles of incorporation; charter or patent of incorporation; certificate of organization or association of any corporation or joint stock company; articles of association or organization of any corporation; certificate or resolution for the purpose of amendment; every amendment in any form of the charter, patent, certificate or articles of association or organization or of the name, corporate powers or purposes of any corporation	Permanent	891.20 Stats.	N/A
15.	Authorization to execute conveyances on behalf of a private corporation	Permanent	706.03(3) Stats.	N/A
16.	Bulkhead line, establishment of or re-establishment of an existing bulkhead line along shore of navigable waters; map, description & ordinance	Permanent	30.11(3) Stats.	N/A
17.	Business partnership agreements, amendments, articles of dissolution	Permanent	178.39 Stats.	N/A
18.	Cemetery association (nonprofit) certification resolutions & copy of proceedings	Permanent	157.062(9) Stats.	N/A
19.	Cemetery plat or map, records: order authorizing the vacating or replatting of the lands, record of a cataloged burial site	Permanent	157.07(1), 157.07(5) & 157.70(2)(i) Stats.	N/A

	<u>RECORDS</u>	<u>RETENTION</u>	<u>AUTHORITY</u>	<u>SHSW NOTIFICATION W-N-N/A</u>
20.	Certificate of conversion from a mutual association to a stock association or from a mutual savings & loan holding company to a stock savings & loan holding company	Permanent	215.58(3) Stats.	N/A
21.	Certificate reorganizing a mutual association as a mutual savings & loan holding company	Permanent	215.59(1)(g) Stats.	N/A
22.	Certificates of conversion from a mutual savings bank to a stock savings bank	Permanent	214.685(5) Stats.	N/A
23.	Chattel mortgages	Permanent		N/A
24.	City condemnation & acquisition of property by cities, including report and plan of improvement, common council resolutions related to property	Permanent	32.55(3), 32.56(2) 32.57(7)(b) Stats.	N/A
25.	City: certificate showing that a city has established an official map	Permanent	62.23(6)(b) Stats.	N/A
26.	Condominium instruments: declaration, plats, & plans of a condominium & attached exhibits or schedules	Permanent	703.07(1) Stats.	N/A
27.	Conveyance and instrument affecting title to land in this state & index	Permanent	706.05(1) & 706.05(7) Stats.	N/A
28.	Cooperatives: incorporation articles; contract between cooperative association & members terminations; weekly listing of all documents concerning cooperatives filed & recorded by Secretary of State	Permanent	185.05(3), 185.42(1), 185.42(2)(5) & 185.82(3) Stats.	N/A

	<u>RECORDS</u>	<u>RETENTION</u>	<u>AUTHORITY</u>	<u>SHSW NOTIFICATION W-N-N/A</u>
29.	Corporate name: record of those using name, amendments, discontinuance	Permanent	134.17(1) Stats.	N/A
30.	Corporations (miscellaneous nonprofit): fraternal societies, VFW posts & affiliates	Permanent	188.06 & 188.11(1) Stats.	N/A
31.	Corporations (nonstock): articles of incorporation; articles of merger or consolidation; weekly listing of all nonstock corporation documents filed and recorded by the Secretary of State	Permanent	181.32(1), 181.45(2) & 181.67(3)(a) Stats.	N/A
32.	Corporations (religious): certificate of establishment; certificate of consolidation; incorporation articles & amendments; dissolution of corporation	Permanent	187.01(2), 187.14(4)(c), 187.16(1) & 187.19(10) Stats.	N/A
33.	Corporations: resolution dissolving domestic corporation	Permanent	182.025(2) Stats.	N/A
34.	Credit Unions: incorporation articles & amendments; certificate to Credit Union commissioner stating incorporation articles have been filed; commissioner of Credit Union's order or certificate canceling a Credit Union's charter	Permanent	186.35(1), 186.02(3)(a), 186.38(2) & 186.315 Stats.	N/A
35.	Daily report regarding system of tract indices or system of chain of title indices as required by County Board of Supervisors resolution	Permanent	59.43(12m) Stats.	N/A

	<u>RECORDS</u>	<u>RETENTION</u>	<u>AUTHORITY</u>	<u>SHSW NOTIFICATION W-N-N/A</u>
36.	Declaration of trust for domestic & alien corporations & amendments	Permanent	226.14(1) Stats.	N/A
38.	Deed: certificate of canceled deed	Permanent	75.23 Stats.	N/A
39.	Descent of property, judgment to determine	Permanent	867.05(4) Stats.	N/A
40.	Discharge certificate from U.S. armed forces	Permanent	45.21 Stats.	N/A
41.	Estate transfer by will, intestacy or appointment, disclaimer of	Permanent	853.40(5)(e) Stats.	N/A
42.	Estates: Order settling small estate including those subject to claims of creditors	Permanent	867.01(3)(h) & 867.02(2)(h) Stats.	N/A
43.	Estates: statement terminating joint tenancy of life estate	Permanent	867.04 & 865.20(2) Stats.	N/A
44.	Execution & sale of real estate, certificate of	Permanent	815.38(1) & 59.54 Stats.	N/A
45.	Exploration mining lease; & cancellation of	Permanent	107.20(1) & 107.25(2) Stats.	N/A
46.	Farmland preservation agreement & relinquishment	Permanent	91.13(9) & 91.19(5) Stats.	N/A
47.	Farms or country estates, registration of names	Permanent	59.76 Stats.	N/A
48.	Federal tax liens & certificates & notices affecting the liens & indexes	Permanent	779.97(2)(b) Stats.	N/A
49.	Forest croplands, order of entry, transfer, withdrawal	Permanent	77.02(3) & 77.10(2)(a)2 Stats.	N/A

	<u>RECORDS</u>	<u>RETENTION</u>	<u>AUTHORITY</u>	<u>SHSW NOTIFICATION W-N-N/A</u>
50.	Forest land (managed): Orders regarding	Permanent	77.82(8) & 77.91(5) Stats.	N/A
51.	Forest lands (County): order of entry, withdrawals	Permanent	28.11(4)(d)(11)(a) Stats.	N/A
52.	Grantor/grantee index; index to real property records	Permanent	59.43(9) Stats.	N/A
53.	Highway (controlled access): finding, determination & declaration designating a highway or controlled-access highway; notice of any vacation of a controlled-access highway	Permanent	53.027(1), 84.25, 83.027(13) & 84.25(13) Stats.	N/A
54.	Highway assessments & apportionments on lands for County parks & parkways	Permanent	27.065(13)(c) Stats.	N/A
55.	Highway or street maps: map of proposed street or highway for purpose of widening, notice & map for right-of-way, alterations, etc.	Permanent	80.64 & 84.295(10)(a) Stats.	N/A
56.	Ice age trail areas: articles of dedication, amendments, revisions, withdrawal of articles	Permanent	23.293(15)(f) & (17)(e) Stats.	N/A
57.	Index of records or files kept in the register's office	Permanent	59.43(10) Stats.	N/A
58.	Industrial development agencies: articles of incorporation	Permanent	59.52(3) Stats.	N/A
59.	Interest in property, statement or certificate confirming	Permanent	865.201(2) & 867.046(1)(m) Stats.	N/A
60.	Judgment of declaration of interests in real property	Permanent	841.10(1) Stats.	N/A

	<u>RECORDS</u>	<u>RETENTION</u>	<u>AUTHORITY</u>	<u>SHSW NOTIFICATION W-N-N/A</u>
61.	Land patents, U.S.	Permanent		N/A
62.	Levy or writ of execution on real property	Permanent	815.195 Stats.	N/A
63.	Lien or mortgage, discharge order	Permanent	847.09 Stats.	N/A
64.	Lis pendens	Permanent	840.10(1) & 59.54 Stats.	N/A
65.	Marital property agreements & related statements	Permanent	766 Stats.	N/A
66.	Mineral interests: statement of claim	Permanent	706.057(4) Stats.	N/A
67.	Mineral rights register consisting of conveyances of mineral interests	Permanent	706.055 Stats.	N/A
68.	Mortgage liens upon public utilities & satisfaction of mortgage lien	Permanent	66.066(2)(b) Stats.	N/A
69.	Mortgage: certificate of discharge after foreclosure	Permanent	846.13 Stats.	N/A
70.	[Mortgage] title: evidence of right of creditor to acquire	Permanent	815.53(4) Stats.	N/A
71.	Name change: certified copy of order & indexes	Permanent	786.36, Stats.	N/A
72.	Natural areas heritage program: articles of dedication, amendments, withdrawals	Permanent	23.29(16) & (18)(f) and (20)(e) Stats.	N/A
73.	Oaths of office	Permanent	19.01(4)(d) Stats.	N/A
74.	Plat maps & corrections of	Permanent	236.02(10) & 236.295(1) Stats.	N/A

	<u>RECORDS</u>	<u>RETENTION</u>	<u>AUTHORITY</u>	<u>SHSW NOTIFICATION W-N-N/A</u>
75.	Plat maps: notification to authorities to approve or permitted to object to the final plat that has been recorded	Permanent	236.26 Stats.	N/A
76.	Plat maps: resolution of municipality to waive its right to approve plats & resolution to rescind waiver	Permanent	236.10(5) Stats.	N/A
77.	Power of attorney	Permanent	813.23(1)(b) Stats.	N/A
78.	Probate judgment assigning an interest in real property upon closure of estate	Permanent	863.29(1) Stats.	N/A
79.	Proof of age (duplicate or certified copy)	Permanent	889.28 Stats.	N/A
80.	Public land: notice of pending application to lay out, widen, or vacate a public place	Permanent	840.11(1) Stats.	N/A
81.	Public lands: abstract & records of all proceedings relating to the laying out, widening, extending or vacating any street, alley, water channel, park, highway or other public place by any court, County board, common council, village board or town board	Permanent	59.56 Stats.	N/A
82.	Public lands: annulment of certificates and patents	Permanent	24.35 Stats.	N/A
83.	Rail property: release of first right to acquire by DOT	Permanent	85.09(5)(b) Stats.	N/A
84.	Real estate liens: payment affidavit for prior liens	Permanent	779.98(3) Stats.	N/A
85.	Real estate transfers	Permanent	77.29 Stats.	N/A

	<u>RECORDS</u>	<u>RETENTION</u>	<u>AUTHORITY</u>	<u>SHSW NOTIFICATION W-N-N/A</u>
86.	Real estate: order confirming the sale of real estate of wards or incompetents	Permanent	786.07 Stats.	N/A
87.	Real property: affidavit of publication of a sale	Permanent	985.12(3) Stats.	N/A
88.	Release of power of appointment over legal or equitable interests in real or personal property	Permanent	702.09(3)(d) Stats.	N/A
89.	Rental units: certificates, waivers stipulations relating to	Permanent	101.122(6) Stats.	N/A
90.	Savings bank: articles of incorporation of a savings bank and amendments	Permanent	214.25(5) Stats.	N/A
91.	School district: resolution by 2 or more school districts to establish an alternative method of governing assets & liabilities	Permanent	66.03(2c)(b) Stats.	N/A
92.	Security interest in personal property or goods or in crops growing or to be grown: financing statement or other documents evidencing the creation of the security interest	Permanent	409.401(1)(a), 409.402(1)(b), 409.402(9) & 59.43 Stats.	N/A
93.	Security interest upon certificate of title of motor vehicles & boats, memoranda regarding	Permanent	30.572(4)(5) & 342.20(3) Stats.	N/A
94.	Security interests: financing statements, amendments, termination statements, continuation statements, statements of assignment & statements of release	Permanent	409.404(1)(a), 409.405(2) & 409.410(1) Stats.	N/A

	<u>RECORDS</u>	<u>RETENTION</u>	<u>AUTHORITY</u>	<u>SHSW NOTIFICATION W-N-N/A</u>
95.	Sewer & transportation facilities, record of damage awards by condemnor	Permanent	32.05(7)(c) Stats.	N/A
96.	Time-share instrument & amendments; termination agreement	Permanent	707.21(3) & 707.24(2)(b) Stats.	N/A
97.	Town boundary or name change: order or ordinance	Permanent		N/A
98.	Town mutual corporate documents	Permanent	612.81 & 59.51(14m) Stats.	N/A
99.	Town sanitary districts: order of establishment referendum & resolutions to consolidate districts	Permanent	60.71(7) & 60.785(2)(a) Stats.	N/A
100.	Towns: record of non-compliance with zoning ordinance	Permanent	60.61(5)b Stats.	N/A
101.	Trademarks, labels, badges, statement or description of	Permanent	132.04 Stats.	N/A
102.	Trusts: disclaimer of real property or an interest in real property	Permanent	701.27(5)(e) Stats.	N/A
103.	Trusts: letters of trust for a foreign trustee [name in a will]	Permanent	701.16(1)(d) Stats.	N/A
104.	UCC filings (Fixture)	Permanent	409.403(6) & 409.402(5) Stats.	N/A
105.	Village records: Papers, documents & orders relating to the organization & incorporation or the alteration of the boundaries of any village	Permanent	891.10 Stats.	N/A
106.	Woodland tax lands: entry, declassification of; tax law classification	Permanent	77.16(3)(7)(9) Stats.	N/A

	<u>RECORDS</u>	<u>RETENTION</u>	<u>AUTHORITY</u>	<u>SHSW NOTIFICATION W-N-N/A</u>
107.	Writ of attachment & related records; discharge or attached real estate; certificate of judgment or satisfaction on money or property held by writ of attachment	Permanent	59.43(11), 811.11, 811.17 & 811.22 Stats.	N/A
108.	Accounts payable	7 years		W
109.	Accounts receivable	7 years		W
110.	Accounts receivable, paid	2 years		W
111.	Any records subject to litigation, claim, audit or other action	Until permission to destroy obtained from Corporation Counsel		W
112.	Applications for certified copies	2 years		W
113.	Bills of sale	6 years		W
114.	Breeding service: claim and payment for	7 years	779.49(1) Stats.	W
115.	Canceled checks	7 years	59.52(4) (a)(16) Stats.	W
116.	Cash register tapes	2 years		W
117.	Certificates of old age & indexes assistance	7 years		N
118.	Correspondence	3 years		W
119.	Equipment & furnishings inventories	Until superseded		W
120.	General information	7 years		N
121.	Guardian, petition for appointment of	7 years	880.215 Stats.	W

	<u>RECORDS</u>	<u>RETENTION</u>	<u>AUTHORITY</u>	<u>SHSW NOTIFICATION W-N-N/A</u>
122.	Indigent defendants: certificate of legal fees paid by County or state	7 years	757.66 Stats.	W
123.	Notice of removal of human corpse	2 months from date of death	DHSS directive	W
124.	Receipt journals	7 years		W
125.	Receipts	7 years		W
126.	Report for final disposition of corpse	2 years from date of death	DHSS directive	W
127.	UCC filings (nonfixture)	5 years	409.403(3)	W
128.	UCC - 11, search copies	2 years		W
129.	Vital record, request for copy of	FIS + 1 year		W

**37.31 Sheriff (Process Division, Jail Division, Detective Division, Patrol Division, Dispatch Center).**

1.	Attorney letters	7 years		W
2.	Form 50's	7 years		W
3.	Transport records	7 years		W
4.	Proof of service	7 years		W
5.	Correspondence instructing civil process service	7 years		W
6.	Process receipt printouts	7 years		W
7.	Process deposit receipts	7 years		W
8.	Dockets, daily jail records	8 years	59.27 Stats.	N
9.	Cash books	8 years		W
10.	Check book	7 years		W

	<u>RECORDS</u>	<u>RETENTION</u>	<u>AUTHORITY</u>	<u>SHSW NOTIFICATION W-N-N/A</u>
11.	Ledger sheets	7 years		W
12.	Accounts work sheets	7 years		W
13.	Meal books	7 years		W
14.	Canteen sheets	7 years		W
15.	Visit log	7 years		W
16.	Menus	7 years		W
17.	Jail billing	8 years	59.27 Stats.	W
18.	Bond receipts	8 years	59.27 Stats.	W
19.	Daily bond	8 years	59.27 Stats.	W
20.	Inmate files: Disciplinary forms; Huber revocation forms; employer information forms; employer job search verification sheets; Court orders	8 years after release of inmate	59.27 Stats. DOC 348.09(1) DOC 348.09(3)	W
21.	Daily work location forms	8 years	59.27 Stats.	W
22.	Inmate daily activity log forms	8 years	59.27 Stats.	W
23.	Exercise logs	8 years	59.27 Stats.	W
24.	Phone logs	8 years	59.27 Stats.	W
25.	Huber rules forms	8 years	59.27 Stats.	W
26.	Jailer logs	8 years	59.27 Stats.	W
27.	Daily cell block check sheets	8 years	59.27 Stats.	W
28.	Medical records	8 years	59.27 Stats. DOC 348.09(2)	W

	<u>RECORDS</u>	<u>RETENTION</u>	<u>AUTHORITY</u>	<u>SHSW NOTIFICATION W-N-N/A</u>
29.	Booking sheets	permanent		N/A
30.	Ordinance violation citations	2 years		W
31.	Arrest records	8 years	59.27 Stats.	W
32.	Incident records	10 years	59.27 Stats.	W
33.	Evidence cards	10 years	59.27 Stats.	W
34.	Uniform traffic citations	1 year after closed, disposed or canceled		W
35.	Work schedules	7 years		W
36.	Wisconsin accident reports	8 years	59.27 Stats.	W
37.	Telecommunicator's radio log	120 days		W
38.	Audio tapes	120 days		W
	<b>37.32 Surveyor.</b> See Section 37.28			N/A
	<b>37.33 Treasurer.</b>			
1.	Accounts payable: detail listing & check register (copies)	3 years		W
2.	Appraisals, county-owned property	7 years		W
3.	Assessments: certified special assessment roll	destroy after assessment collected or 7 years, whichever is longer		W
4.	Assessments, real property	7 years		N
5.	Assessments: statement of new special assessments	5 years		W

	<u>RECORDS</u>	<u>RETENTION</u>	<u>AUTHORITY</u>	<u>SHSW NOTIFICATION W-N-N/A</u>
6.	Assessments: special assessment payment register	destroy after all assessments collected or 7 years: whichever is longer		W
7.	Audit letters	3 years		W
8.	Balancing reports	3 years		W
9.	Bank credit/debit notices	1 year after audit		W
10.	Bank reconciliations	3 years after audit		W
11.	Bank statements	7 years		W
12.	Bankruptcies	7 years until superseded		W
13.	Cash books, daily	FIS + 3 years provided audit is complete		W
14.	Cash drawer reconciliations	1 year after audit		W
15.	Check register/treasurer cash	7 years		W
16.	Checks, canceled	7 years	59.52(4)(a)(16) Stats.	W
17.	Checks, outstanding	7 years		W
18.	Correspondence, general	3 years		W
19.	Deposit tickets and books	1 year after audit		W
20.	Discontinued tax key numbers	Permanent		N/A
21.	Journal entries, resolutions, cash receipts, treasurer's cash	3 years		W
22.	Lottery cards, signed	4 yrs including credit year	565 Stats.	W

	<u>RECORDS</u>	<u>RETENTION</u>	<u>AUTHORITY</u>	<u>SHSW NOTIFICATION W-N-N/A</u>
23.	Probate fees report	7 years		W
24.	Receipts: general & settlement	7 years	59.52(4)(a)(15) Stats.	W
25.	Sale assessments	7 years		W
26.	Suit tax, monthly	7 years		W
27.	Tax deeds, foreclosure	15 years	75.12 & 75.521 Stats.	W
28.	Tax receipts	15 years	59.52(4)(a)(14) Stats.	W
29.	Tax rolls, municipal	15 years	59.52(4)(c) Stats.	N
30.	Tax sales records, including sale of tax deeded lands	7 years	75.35 Stats.	Notify for records prior to 1940. Waived for 1940 records and after.
31.	Wires, bank	7 years		W
32.	Illegal tax certificates charged back to local tax districts	3 years after	59.52(4)(a)(6) Stats.	W

**37.34 University Extension.** No records covered at this time.

**37.35 Veterans Service Office.**

1.	Regulations	Until superseded		W
2.	Military separation records of veterans	Permanent		N/A
3.	News releases	6 years		W
4.	Grave registration files	Permanent (suggest microfilm after 6 years)		N
5.	Wisconsin benefit case files	2 years after inactive		W
6.	Wisconsin Department of Veteran's Affairs bulletins	Until superseded		W

	<u>RECORDS</u>	<u>RETENTION</u>	<u>AUTHORITY</u>	<u>SHSW NOTIFICATION W-N-N/A</u>
7.	Aid: administration of & record of disbursements	7 years	45.14(2) Stats.	W
8.	Veterans burials & record of financial assistance	7 years	45.17(2) Stats.	W

### **37.36 Youth Shelter Care.**

1.	Records & files of all children receiving services at shelter care facility	Until child's 21st birthday except permanent register of names of children and dates of admission and release	HSS 59.07(3)(b)	W
2.	Register of names of children receiving care, including dates of admission and release	Permanent	HSS 59.07(3)(b)	W
3.	Licensing application & records	Permanent		W
4.	Personnel records	See Sec. 37.19		W
5.	Educational & training records of paid & volunteer shelter care workers	8 years after	HSS 59.04(6)	W

**37.37 Destruction After Request for Inspection.** No requested record may be destroyed until after the request is granted or 60 days after the request is denied. If any action is commenced under § 19.37 Stats., the requested record may not be destroyed until a court order is issued and all appeals have been completed. See § 19.35(5) Stats.

**37.38 Destruction Pending Litigation.** No record subject to pending litigation shall be destroyed until the litigation has been resolved.

**37.39 Microfilming of Optical Disk Storage of Department Records.** Departments may keep and preserve public records through the use of microfilm or optical disk storage providing that the applicable standards established in §§ 16.61(7) and 16.612 Stats. respectively are met. Departments should consider factors such as retention periods and estimated costs and benefits of converting records between different media in deciding which records to microfilm or store on optical disk. After verification paper records converted to either microfilm or optical disk storage should be destroyed. The retention periods

identified in this ordinance apply to records in any media.

**37.40 Review and Approval by Public Records and Forms Board.** This chapter has been reviewed and approved by the Public Records and Forms Board.

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Approved by State Public Records and Forms Board, August 16, 1995. Adopted by Sauk County Board of Supervisors, September 21, 1995. Amended by the Sauk County Board of Supervisors on October 21, 2003 – Ordinance No. 139-03.