

ORDINANCE NO. 2024-02

Whereas, the Plan Commission has reviewed Chapter 144 of the Code of the Town of St. Joseph regarding Records; and

Whereas, the Plan Commission met on December 6, 2023, and has determined that Chapter 144 needs updating and has recommended that the Town Board adopt revisions to Chapter 144;

NOW THEREFORE, the Town Board, having reviewed the proposed Records Ordinance recommended by the Plan Commission, hereby adopts Ordinance No. 2024-02 as the Town of St. Joseph Records Ordinance.

Passed and adopted by the Town Board of the Town of St. Joseph this 11th day of January, 2024.



Theresa Johnson, Town Chair

Attest:



Teri Kelly, Town Clerk/Treasurer



Chapter 144

Records

[HISTORY: Adopted by the Town Board of the Town of St. Joseph as indicated in article histories. Amendments noted where applicable.]

GENERAL REFERENCES

Confidentiality of income and expenses — See Ch. 8, Art. I.
Town Board — See Ch. 49.

Article I

Destruction of Obsolete Records

[Adopted 2-3-2005 by Ord. No. 2005-2]

§ 144-1 Title; purpose.

This article is entitled the "Destruction of Obsolete Records." The purpose of this article is to provide the Town officers of the Town of St. Joseph with the authority to destroy certain obsolete public records in possession of the Town of St. Joseph.

§ 144-2 Authority.

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

§ 144-3 Adoption of provisions.

The Town Board, by the article, adopted on proper notice, with a quorum and roll call vote of the Town Board present and voting, has authorized the powers and has established the duties of the Town officers of the Town of St. Joseph to manage and destroy obsolete public records in the possession of the Town of St. Joseph.

§ 144-4 Financial records.

The Town of St. Joseph Town officers, pursuant to § 19.21, Wis. Stats., noted in this article may destroy the following nonutility financial records of which they are the legal custodians and which are considered obsolete not less than seven years after payment or receipt of any sum involved in the particular transaction, unless a shorter period has been fixed by the State Public Records Board pursuant to § 16.61(3)(e), Wis. Stats., and then after such shorter period:

- A. Bank statements, deposit books, slips and stubs.
- B. Bonds and coupons after maturity.
- C. Cancelled checks, duplicates and check stubs.
- D. License and permit applications, stubs and duplicates.

- E. Official bonds.
- F. Payrolls and other time and employment records of personnel employed by the Town.
- G. Receipt forms.
- H. Special assessment records.
- I. Vouchers, requisitions, purchase orders and all other supporting documents pertaining thereto.

§ 144-5 Other records.

The Town of St. Joseph Town officers, pursuant to § 19.21, Wis. Stats., may destroy the following records of which they are legal custodians and that are considered obsolete, but not less than seven years after the record was effective, unless another period has been set by statute and then after such a period, or unless a shorter period has been fixed by the State Public Records Board pursuant to § 16.61(3)(e), Wis. Stats., and then after such a shorter period:

- A. Assessment rolls and related records, including Board of Review minutes.
- B. Contracts and papers relating thereto.
- C. Correspondence and communications.
- D. Financial reports other than annual financial reports.
- E. Insurance policies.
- F. Oaths of office.
- G. Reports of boards, commissions, committees and officials duplicated in the Board minutes.
- H. Petitions.
- I. Election notices.
- J. Canceled registration cards.

§ 144-6 Audio recordings.

Any audio recordings of a governmental meeting of the Town may be destroyed, erased or reused no sooner than 90 days after the minutes of the meeting have been approved and published, if the purpose of the recording was to make minutes of the meeting. Recordings from the proceedings of the Board of Review must be kept for seven years.

§ 144-7 Historical society notification.

Prior to the destruction of any public record described in § 144-4, 144-5 or 144-6, at least 60 days' notice in writing shall be given the State Historical Society of Wisconsin.

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