

§ 1.30. Public Records.

(1) Definitions.

- (a) Authority. Any of the following County related offices having custody of a record: an office, elected official, agency, board, commission, committee, council, department or public body corporate and politic created by constitution, law, ordinance, rule or order; or a formally constituted subunit of the foregoing.
- (b) Record. Any material on which written, drawn, printed, spoken, visual or electromagnetic information is recorded or preserved, regardless of physical form or characteristics, which has been created or is being kept by an authority. Record includes, but is not limited to, hand-written, typed or printed pages, maps, charts, photographs, films, recordings, tapes (including computer tapes and/or diskettes), and computer printouts. Record does not include drafts, notes, preliminary computations and like materials prepared for the originator's personal use or prepared by the originator in the name of a person for whom the originator is working; materials which are purely the personal property of the custodian and have no relation to his office; materials to which access is limited by copyright, patent or bequest; and published materials in the possession of an authority other than a public library which are available for inspection or sale at a public library.

(2) Legal Custodians.

- (a) Each elected official is the legal custodian of his records and the records of his office, but the official may designate an employee of his staff to act as the legal custodian.
- (b) Unless otherwise prohibited by law, the County Clerk or the Clerk's designated deputy clerks shall act as legal custodians for the County Board and for any committees, commissions, boards or authorities created by ordinance or resolution of the County Board.
- (c) For every authority not specified in Paragraphs (a) or (b), the authority's chief administrative officer is the legal custodian for the authority, but the officer may designate an employee to act as the legal custodian.

- (d) Each legal custodian shall name a person to act as legal custodian in his absence or the absence of his designee. This subsection does not apply to members of the County Board.
 - (e) The designation of a legal custodian does not affect the powers and duties of an authority.
- (3) Procedural Information. Pursuant to § 19.34, Wis. Stats., and the guidelines therein listed, each authority shall adopt, prominently display and make available for inspection, a description of its organization and the established times and places at which, the legal custodian from whom, and the methods whereby the public may obtain information and access to records in its custody, make requests for records, or obtain copies of records, and the costs thereof. This section does not apply to members of the County Board.
- (4) Access to Records; Fees.
- (a) Public Rights. The right of any person who requests inspection or copies of a record are governed by § 19.35(1), Wis. Stats.
 - (b) Facilities to be Provided. Each authority shall provide any person authorized to inspect or copy a record which appears in written form under § 19.35(1)(b), Wis. Stats., or any person authorized to and requesting permission to photograph a record the form of which does not permit copying pursuant to § 19.35(1)(f), Wis. Stats., with facilities comparable to those used by its employees to inspect, copy and abstract the record during established office hours. An authority is not required by this subsection to purchase or lease photocopying, duplicating, photographic or other equipment or to provide a separate room for the inspection, copying or abstracting of records.
 - (c) Fees.
 - 1. Each authority shall impose a fee upon the requester of a copy of a record which may not exceed the actual, necessary and direct cost of reproduction and transcription of the records [see the fee schedule set forth in Oneida County Code § 3.15(2)], unless a fee is otherwise specifically established or authorized to be established by law. **[Amended 8-20-2019 by Res. No. 67-2019 (Ord. No. 15-2019), effective 8-29-2019]**

2. Each authority shall impose a fee upon the requester of a copy of a record for the actual, necessary and direct cost of photographing and photographic processing if the authority provides a photograph of a record, the form of which does not permit copying.
 3. Except as otherwise provided by law or as authorized to be prescribed by law, an authority shall impose a fee upon a requester for locating a record, not exceeding the actual, necessary and direct cost of location, if the cost is \$50 or more.
 4. Each authority shall impose a fee upon a requester for the actual, necessary and direct cost of mailing or shipping of any copy or photograph of a record which is mailed or shipped to the requester.
 5. An authority may provide copies of a record without charge or at a reduced charge where the authority determines that waiver or reduction of the fee is in the public interest.
 6. Each authority shall require prepayment by a requester of any fee or fees imposed under this subsection if the total amount exceeds \$5.
- (d) Response to Request. Each authority, in acting upon a request for any record, shall respond as required by the following provisions which are set out in § 19.35(4), Wis. Stats.
1. Each authority, upon request for any record, shall, as soon as practicable and without delay, either fill the request or notify the requester of the authority's determination to deny the request in whole or in part and the reasons therefor.
 2. If a request is made orally, the authority may deny the request orally unless a demand for a written statement of the reasons denying the request is made by the requester within five business days of the oral denial. If an authority denies a written request in whole or in part, the requester shall receive from the authority a written statement of the reasons for denying the written request. Every written denial of a request by an authority shall inform the requester that if the request for the record was made in writing, then the determination is subject to review upon petition for a writ of mandamus under § 19.37(1), Wis.

Stats., or upon application to the Attorney General or a district attorney.

- (5) Separation of Information. If a record contains information that may be made public and also information that may not be made public or a question as to public access arises, each authority shall consult with the Corporation Counsel before releasing any information under this section. If in the judgment of the custodian and the Corporation Counsel, there is not feasible way to separate the exempt material from the nonexempt material without unreasonably jeopardizing nondisclosure of the exempt material, the entire record shall be withheld from disclosure.
- (6) Limitations on Right to Access.
 - (a) As provided by § 19.36, Wis. Stats., the following records are exempt from inspection under this section:
 1. Records specifically exempted from disclosure by State or federal law or authorized to be exempted from disclosure by State law.
 2. Any record relating to investigative information obtained for law enforcement purposes if federal law or regulations require exemption from disclosure or if exemption from disclosure is a condition to receipt of aids by the State.
 3. Computer programs, although the material used as input for a computer program or the material produced as a product of the computer program is subject to inspection.
 4. A record or any portion of a record containing information qualifying as a common law trade secret.
 - (b) As provided by § 43.30, Wis. Stats., public library circulation records are exempt from inspection under this section.
 - (c) In responding to a request for inspection or copying of a record which is not specifically exempt from disclosure, the legal custodian, after conferring with the Corporation Counsel, may deny the request, in whole or in part, only if he determines that the harm to the public interest resulting from disclosure would outweigh the public interest in full access to the requested record. Examples of matters for which disclosure may be refused include, but are not limited to, the following:

1. Records obtained under official pledges of confidentiality which were necessary and given in order to obtain the information contained in them.
 2. Records of current deliberations after a quasi-judicial hearing.
 3. Records of current deliberations concerning employment, dismissal, promotion, demotion, compensation, performance or discipline of any County officer or employee, or the investigation of charges against a County officer or employee, unless such officer or employee consents to such disclosure.
 4. Records concerning current strategy for crime detection or prevention.
 5. Records of current deliberations or negotiations on the purchase of County property, investing of County funds or other County business whenever competitive or bargaining reasons require nondisclosure.
 6. Financial, medical, social or personal histories or disciplinary data of specific persons which, if disclosed, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such history or data.
 7. Communications between legal counsel for the County and any officer, agent or employee of the County, when advice is being rendered concerning strategy with respect to current litigation in which the County or any of its officers, agents or employees is or is likely to become involved, or communications which are privileged under § 905.03, Wis. Stats.
- (7) Destruction of Records. Whenever it is necessary to gain needed vault and filing space, those County officials who have in their custody such obsolete records as are described in § 59.715, Wis. Stats., may destroy the same, subject to §§ 59.716 and 59.717, Wis. Stats.
- (8) Preservation through microfilm or optical disk/electronic storage. The Oneida County Board authorizes any County officer or the director of any department or division of County government to keep and preserve public records in their possession by means of microfilm, photographic reproduction or optical disc/electronic storage method. Such records shall meet the standards for

photographic reproduction set forth in § 16.61(7)(a) and (b), Wis. Stats., and/or the standards set forth in § 59.52(14), Wis. Stats., for optical disk/electronic storage and shall be considered original records for all purposes. Such records shall be preserved along with other files of the department or division and shall be open to public inspection and copying according to the provisions of state law. **[Amended by Res. No. 75-2016]**

(9) Records Retention Schedule. **[Added by Ord. No. 113-91; amended by Res. No. 147-2004; Ord. No. 69-2005]**

(a) Purpose. The purpose of this subsection is to establish a County-wide records retention schedule and authorize destruction of County records pursuant to that schedule on an annual basis. Record custodians do not have the authority to destroy records prior to the established retention period, unless such records have been photographically reproduced as original records pursuant to § 16.61(7), Wis. Stats. If there is not a specific law requiring a specific retention period, all records must be retained seven years, unless the Public Records and Forms Board fixes a shorter period. Notwithstanding the foregoing and subject to § 1.30(9)(d) and (e) below, recordings of a meeting, as defined in § 19.82(2), Wis. Stats., made for the purpose of making printed minutes of the meeting may be destroyed no sooner than 90 days after the printed minutes have been approved and published, including those published by filing in the Office of the County Clerk.

(b) Definitions.

LEGAL CUSTODIAN — See § 1.30(2) of this subchapter.

RECORD — See § 1.30(1)(b) of this subchapter.

(c) Historical Records. The State Historical Society of Wisconsin (SHSW) has waived the required statutory sixty-day notice under § 19.21(5)(d), Wis. Stats., for records marked "W", which designates waived notice. SHSW must be notified prior to destruction of records marked "N", designating nonwaiver. Notice is also required for any record not listed in this subsection. "N/A" indicates not applicable and applies to all County records designated for permanent retention.

(d) 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 an action is commenced under § 19.37, Wis. Stats., the requested record may not be

destroyed until a court order is issued and all appeals have been completed. See § 19.35(5), Wis. Stats.

- (e) **Destruction Pending Litigation.** A legal custodian having actual knowledge that a record is subject to pending litigation shall not destroy that record until litigation is resolved and all appeals have been completed.
- (f) **Microfilming of Department Records.** Departments may keep and preserve public records through the use of microfilm, provided that the microfilm meets the applicable standards established in § 16.61(7), Wis. Stats. Departments should consider factors, such as the retention period and estimated cost of the microfilming, in deciding which records to microfilm. After verification, paper records can be destroyed if these records are preserved on microfilm. For microfilmed records not identified as permanent, the above records retention periods apply.
- (g) **County-wide.** The following records are found through various departments in the County and are subject to uniform regulation, unless otherwise specified:

Record	Retention	Authority	SHSW
Contracts, leases, agreements	7 yrs.	§ 59.715(10)	W
Insurance policies:		§ 59.725(10)	W
Claims made	7 yrs. after expiration		
Occurrence	Permanent		
Cancelled checks	7 yrs.*	§ 59.715(18)	W
Receipts	7 yrs.*		W
Accounts payable - purchasing invoices/ vouchers/ detail listing/ vendor listing	7 yrs.*		W

Record	Retention	Authority	SHSW
Accounts receivable/ receipts	7 yrs.*		W
Receipt journals	7 yrs.*		W
Voucher/order register	7 yrs.		W
General journal	7 yrs.*		N
* Time reduced to 2 years in originating departments, provided the original records are maintained in the Finance Department.			
Construction plans for County buildings and bridges	Life of structure		N
Blueprints	Until superseded by as-built tracings		N
As-built tracings	Life of project		N
Personnel records	See Paragraph (w)		W
Warranty records	Life of product or end of warranty, whichever occurs first		W
Equipment and furnishings inventories	Until superseded		W

Record	Retention	Authority	SHSW
Any record which is involved or is reasonably expected to be involved in litigation, claim, audit or other action	Until permission to destroy obtained from Corp. Counsel. See Paragraphs (d) and (e).		W
Citations (copies)	2 yrs.		W

(h) Child Support.

Record	Retention	Authority	SHSW
Expenditure reports and supporting documentation	3 yrs.	45 CFR 74.20-74.25	W
Statistical reports and supporting documentation	3 yrs.	45 CFR 73.20-74.25	N
Client/case records including client/ attorney information	Until youngest child reaches age 21		W
Records of required client notification	3 yrs.	45 CFR 73.20-74.25	W

(i) Commission on Aging.

1. 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 reasonably considered as pertinent

to the grant/contract are governed by federal DHSS Regulations Title 45, Part 74, Subpart. D.

Record	Retention	Authority	SHSW
Records as defined above	3 yrs. from date the Office on Aging submits to HSS the last federal expenditure report for each grant award		W
Litigation, claims, audit or other action involving records	Completion of action and resolution of all issues or the regular 3-year period, whichever is later		W
Equipment records	3 yrs. from date of disposition or replacement or transfer. (Direction of awarding agency)		W
Indirect cost rate proposals and cost allocation plans	3 yrs. from the end of the contract covered by the plan or proposal		W

Record	Retention	Authority	SHSW
Nonexpendable property acquired with Title III or other federal or State funds	At least 3 yrs. after final sale or disposition		W

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

(j) Corporation Counsel.

Record	Retention	Authority	SHSW
Case files/ nonlitigation	3 yrs.		W
Case files/ litigation	3 yrs. after closure or when appeal time has run, whichever is longer or per SCR		W
Legal memos	7 yrs.		W
Legal opinions	Permanent		N/A

(k) County Clerk.

Record	Retention	Authority	SHSW
Copies of notices of tax apportionment sent to local taxing districts	3 yrs.	§ 59.715(2)	W
Records of County claims forwarded to DNR	1 yr.	§ 59.715(3)	W
List of town, city and village officers certified to County Clerk	After date of expiration of term listed	§ 59.715(4)	N
Crop reports by local assessors	3 yrs.	§ 59.715(5)	N
Notices of application for taking of tax deeds and certificates of nonoccupancy, proofs of service and tax certificates filed	15 yrs.	§ 59.715(7)	W
Official bonds	6 yrs.	§ 59.715(8)	W
Reports of town treasurers on dog licenses sold and records of dog licenses issued	3 yrs.	§ 59.715(12)	W

Record	Retention	Authority	SHSW
Copies of notices to town assessors re: lands sold and owned by County	3 yrs.	§ 59.715(15)	W
Oaths of office	7 yrs.	§ 59.715(19)	W
Marriage license applications and supporting papers	10 yrs.	§ 59.715(22)	W
Original papers, resolutions and reports concerning County Board proceedings	6 yrs. after date of publication	§ 59.717(1)	N
Committee minutes	6 yrs. after date of publication	§ 59.717(1)	N
Deeds	Permanent or listing of when and where recorded	§ 59.717(1)	N/A
Abstracts and certificates of title, title insurance policies	Permanent or as long as land owned		N/A
Cancelled bonds, coupons and promissory notes	Until completely audited		W

Record	Retention	Authority	SHSW
Bond and coupon record book, general obligation bonds	7 yrs. after bond issue expires or following payment of all outstanding matured bonds, notes, coupons, whichever is later		W
Apportionment maps	Until next apportionment	§ 59.03	W
U.S. Geological Survey maps	Until next set of maps received		W
Report on functional jurisdiction of roads	10 yrs. or until next report received		W
Certified mileage lists	Until next list received		W
Town plats	3 yrs.		W
Award of damage for scenic rights	Until recorded		W
Relocation orders/maps	Retain latest revision for each project		W
Mill rates from towns	2 yrs.		W
Journal of proceedings	6 yrs. after date of publication		N
Cancelled registration cards	4 yrs. after cancellation	§ 7.23(1)(c)	W

Record	Retention	Authority	SHSW
Financial registration statements and reports	6 yrs.	§ 7.23(1)(d)	W
Registration and poll lists:		§ 7.23(1)(e)	W
Nonpartisan elections	2 yrs.		
Partisan elections	4 yrs. after election		
Federal elections records other than registration cards	22 months	§ 7.23(1)(f)	W
Detachable recording units	14 days after primary and 21 days after any other election-clear or erase after transfer to a disk or other recording medium	§ 7.23(1)(g)	W
Electronic ballot tallies	22 months after date of election	§ 7.23(1)(g)	W
Ballots	30 days after election	§ 7.23(1)(h)	W
Official canvasses	10 yrs. after election	§ 7.23(1)(i)	W

Record	Retention	Authority	SHSW
Election notices and proofs of publication and correspondence	1 yr. after date of election, unless contested, then by court order	§ 7.23(1)(j)	W
All other election materials and supplies	90 days after election	§ 7.23(1)(k)	W
Records transferred by registrants who submit dissolution reports after primary and general elections	3 yrs. after their last election	§ 10.74(8)(e)	W
Accident reports, injury claims and settlements; injury frequency charts	8 yrs. after end of service		W

- (l) Courts. All records maintained by the Clerk of Courts, Register in Probate, Juvenile Court or Juvenile Intake Office relating to Juvenile Court and the Family Court Commissioner shall be retained in compliance with Supreme Court Rules, Ch. 72. Records not specified therein of a general County-wide nature shall be retained pursuant to Paragraph (g).

Record	Retention	Authority	SHSW
Shelter care records	Until child's 21st birthday except permanent register of names of children and dates of admission and release	HSS 59.07(3)(b)	W
Secure juvenile facility records	10 yrs. after 18th birthday	HSS 346.13 and SCR 72	W

(m) Information Technology Services. Provides information technology services for departments and stores record information electronically for departments. Electronically stored record information must be maintained pursuant to the guidelines established for the specific departmental records and County-wide records enumerated in this section.
[Amended by Ord. No. 03-2001]

(n) District Attorney.

Record	Retention	Authority	SHSW
Traffic, misdemeanor, civil or related case records	3 yrs. after commencement of action	§ 59.715(24)(b)	W
Felony or related case records	After mandatory release date per § 302.11(1), Wis. Stats., or 10 yrs. after commencement of action, whichever is later	§ 59.715(24)(c)	W

Record	Retention	Authority	SHSW
Any other record evidencing DA's activities or functions	6 yrs.	§ 59.715(24)(d)	W
Trust account records	7 yrs.	SCR 20:1.15	W

(o) Finance Department.

Record	Retention	Authority	SHSW
Payroll registers, other payroll reports and social security and retirement earnings reports	10 yrs.		W
Withholding allowance certificates, employee wage and tax statements and other tax records	7 yrs.		W
Time cards, attendance records	7 yrs.		W
Insurance applications	7 yrs.		W
Garnishment records	5 yrs.		W
Rough work papers used in payroll calculations	3 yrs.		W

Record	Retention	Authority	SHSW
Deferred compensation payment records	8 yrs. after end of service		W
All accounts of County and books of account, budget and vendor listing	7 yrs.		W
General ledger	15 yrs.		N
Notices of tax apportionment from Secretary of State	3 yrs.	§ 59.715(1)	W
Illegal tax certificates charged back to local tax districts	3 yrs. after charging back	§ 59.715(6)	W
Claims paid by County and supporting papers	7 yrs.	§ 59.715(9)	W
Copies of receipts issued by treasurer	4 yrs. or until competently audited, which ever is earlier	§ 59.715(14)	W
Journal entries and any audits of journal entries	7 yrs.		W
Audit reports	15 yrs.		

(p) Forestry/Outdoor Recreation.

Record	Retention	Authority	SHSW
Master park plan	Permanent		N/A
Plats	Permanent		N/A
Aerial photographs	Permanent		N/A
Committee agendas and summaries	6 yrs.		W
Citation and park patrol records	2 yrs.		W
Guidebooks, trail information	Until updated or no longer usable		W
Wisconsin Conservation Corps projects/crew information	3 yrs.		W
Annual work plans	3 yrs.		W
Dam information	Permanent		N/A
Equipment and vehicle registration reports	Until equipment and vehicles disposed of		W
General information	Until updated		W
Land acquisitions - deeds, abstracts	Permanent or until land disposed of		W

(q) Highway Department.

Record	Retention	Authority	SHSW
Machinery, time sheets	1 yr. after machinery replaced		W
Permits	Permanent		N/A
State gas reports	3 yrs.		W
Accident reports (copies)	3 yrs.		W
Insurance reports (copies)	3 yrs.		W
Stock control records	2 yrs.		W
Fuel usage reports	2 yrs.		W
Heavy equipment and vehicle inventory ledger	Until superseded		W
Vehicle maintenance histories	Life of vehicle (if such vehicle is sold or traded, such records may be offered to purchaser)		W
Vehicle expense reports	Life of vehicle		
Vehicle usage reports	2 yrs.		W

(r) Land Information.

Record	Retention	Authority	SHSW
Plats	Permanent		N/A
Certified surveys	Permanent		N/A
Assessor's Plats	Permanent		N/A
Aerial photographs	Until superseded		N
Original government survey plats and notes	Permanent		N/A
Subsequent County surveyor's maps and field notes and misc. files	Permanent		N/A
Retracement surveys	Permanent		N/A
Parcel maps	Until superseded		N
Corner restorations	Permanent; kept in Register of Deeds' office		N/A
Digital maps	Until superseded		N
Journal indexes	Permanent		N/A
Committee meeting minutes	6 yrs. after date of publication	§ 59.717(1)	N
Committee meeting tapes used to create minutes	90 days after minutes are approved	§ 19.21(7)	W

(s) Maintenance.

Record	Retention	Authority	SHSW
Blueprints	Permanent or until building disposed of		W
Shop drawings	Permanent		N/A
Equipment and machine maintenance	Life of equipment (if sold or traded, such records may be offered to purchaser)		W
Utility usage	5 yrs.		W
Inventory	Until superseded		W
Keying list	Until superseded		W
Material safety data sheets	7 yrs. after product is deleted from inventory		W

(t) Medical Examiner.

Record	Retention	Authority	SHSW
Homicide or suspicious deaths	75 yrs.		W
All other records	7 yrs., unless subject to litigation and then until litigation resolved		W

(u) Public Health. **[Amended by Ord. No. 11-2006]**

Record	Retention	Authority	SHSW
Nursing records of care, to include public health and immunization consent forms	10 yrs from date of discharge		W
Grants	5 yrs.		W
WIC program	3 yrs. after Final Expenditure Report. See 246.25-A2 Federal Register, Sept. '90.		N
Audit records of internal record audit	2 yrs. or until after surveyor leaves		W
Accident reports (copies)	3 yrs.		W
Insurance reports (copies)	3 yrs.		W
Fuel usage reports	2 yrs.		W
Vehicle maintenance histories	Life of vehicle (if such vehicle is sold or traded, such records may be offered to purchaser)		W
Vehicle expense reports	Life of vehicle		W

Record	Retention	Authority	SHSW
Vehicle usage reports	2 yrs.		W
Committee meeting tapes used to create minutes	90 days after minutes are approved	19.21(7)	W
Court orders/ judgments/ citations	Permanent		N/A
Sanitary tests, permits, licenses and inspection reports	Permanent (either digitally or on paper)		N/A
Immunization records	Permanent- either digitally or on paper (except for influenza/ pneumonia)		Recommended policies and procedures for immunization programs (10/ 98)
Health hazard complaints, investigation reports and abatement records	5 years (ongoing/ repeat cases - permanent)		

(v) Personnel.

Record	Retention	Authority	SHSW
Salary schedules	7 yrs.		W
Insurance records, incl. applications	7 yrs.		W
Performance evaluations and medical records	5 yrs.		W

Record	Retention	Authority	SHSW
Goal Review records	5 yrs.		W
EEO-4 reports, obsolete job descriptions and any personnel or employment records made or kept including, but not limited to, application forms or test papers by applicants and other records of decisions pertaining to hiring, promotion, demotion, transfer, layoff or termination, terms of compensation and selection of training	3 yrs., 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
Union contracts and grievance, mediation or arbitration records	Permanent		N/A
Unemployment compensation records	3 yrs.		W

Record	Retention	Authority	SHSW
Individual employee personnel files and retirement records	8 yrs. after end of service		W
Directives and policies	7 yrs. after being updated or terminated		W

(w) Planning and Zoning Department.

Record	Retention	Authority	SHSW
Committee meeting minutes	Permanent		N/A
Committee meeting tapes used to create minutes	90 days after minutes are approved	§ 19.21(7)	W
Condominium approvals	Permanent		N/A
Court orders/ judgments/ citations	Permanent		N/A
State approved commercial building plans	Permanent		N/A
Decisions and supporting documents of Board of Adjustment	Permanent		N/A
Digital files	Permanent		N/A
"Hold" file with permit applications not issued	1 yr.		W

Record	Retention	Authority	SHSW
Soil tests, sanitary permits and inspection reports	Permanently (either digitally or on paper)		N/A
Landfill billing sheets	Permanently (either digitally or on paper)		N/A
Departmental complaints	3 yrs.		W
Maps (including district, wetlands and floodplains)	Until superseded		N
Miscellaneous correspondence	3 yrs.		W
Ordinance amendments	Permanent		N/A
Permit applications: Location and occupancy permits:			N/A
Conforming	7 yrs.		
Nonconforming	Permanent		
Conditional use permits	Permanent		N/A
Permit computer printout	Permanent		N/A
Preliminary subdivision approvals	Permanent (finals recorded in Register of Deeds' office)		N/A

Record	Retention	Authority	SHSW
Private sewage system maintenance program	15 yrs.		W
Wisconsin Fund Grant applications	15 yrs.		W

(x) Purchasing.

Record	Retention	Authority	SHSW
Fleet car usage, purchase requisitions	1 yr. after Audit		W
Purchase orders	7 yrs.		W
Bids and proposals, successful	7 yrs. after contract expiration		W
Bids and proposals, unsuccessful	1 yr. after audit		W
Property inventory	Until superseded		W
Public works contracts; Notice to contractors:			
Successful bidders	7 yrs.		
Unsuccessful bidders	2 yrs.		
Bidder's proof of responsibility:			
Successful bidders	7 yrs.		

Record	Retention	Authority	SHSW
Unsuccessful bidders	2 yrs.		
Bids:			
Successful bidders	7 yrs. after completion of project		
Unsuccessful bidders	2 yrs.		
Affidavit of organization and authority:			
Successful bidders	7 yrs. after completion of project		
Unsuccessful bidders	2 yrs.		
Contracts	7 yrs. after completion of project		
Master project files	20 yrs.		

(y) Real Property Listing.

Record	Retention	Authority	SHSW
Final real property assessment roll	15 yrs. No assessment roll containing forest crop acreage may be destroyed without prior approval of the secretary of revenue.	§ 59.717(4)	W

(z) Register of Deeds.

Record	Retention	Authority	SHSW
Obsolete documents pertaining to chattels, including final books of entry	6 yrs.	§ 59.51(14)	W

(aa) Sheriff. **[Amended Res. No. 37-2009]**

Record	Retention	Authority	SHSW
Dockets, daily jail records and cash books	8 yrs.	§ 59.27(8)	N
Register of inmates (Huber)	8 yrs.	Wis. Admin. Code DOC 348.09(1)	W
Inmate medical records (Huber)	8 yrs.	Wis. Admin. Code DOC 348.09(2)	W
Inmate discipline records (Huber)	8 yrs.	Wis. Admin. Code DOC 348.09(3)	W
Registration of visitors (Huber)	8 yrs.	Wis. Admin. Code DOC 348.09(4)	W
Booking records	8 yrs.		N
Correspondence	8 yrs.		W
Incident reports	8 yrs.		W
Court orders	Release of inmate or 8 yrs., whichever is later		W

Record	Retention	Authority	SHSW
Receipts, money records, except cash books	8 yrs.		W
Accident reports (copies)	3 yrs.		W
Insurance reports (copies)	3 yrs.		W
Fuel usage reports	2 yrs.		W
Vehicle maintenance histories	Life of vehicle (if such vehicle is sold or traded, such records may be offered to purchaser)		W
Vehicle expense reports	Life of vehicle		W
Vehicle usage reports	2 yrs.		W
Nonevidentiary squad camera recordings	180 days**	Public records board approval	W
Nonevidentiary E-911 center phone and radio recordings	1 year**	Public records board approval	W
Nonevidentiary corrections camera recordings	180 days**	Public records board approval	W

****** If the record is the subject of litigation or an open records request has been made, then the record shall not be destroyed until the litigation has been resolved and/or the open records request has been filled.

(bb) Social Services, Department Of.

Record	Retention	Authority	SHSW
Case records and other materials of all public assistance kept as required under Ch. 49	If no payments have been made for at least 3 yrs. and a fact sheet and financial record retained per DHSS	§ 59.715(21)	N
Original fiscal records	7 years		W
Juvenile examination records, § 48.59			W
Open public assistance case records:			W

Record	Retention	Authority	SHSW
All data forms; case determination sheets; work sheets; medical assistant certification sheets; sheets which document the verification of changeable items, such as income or health status; correspondence to and from applicants and recipients; and any other documents needed to support income maintenance agency decisions	To cover most recent 6 yr. period	HSS 245.03(1)(a)	
Sheets which document the verification of unchangeable items, such as social security numbers, birth dates and citizenship	As long as case is open	HSS 245.03(1)(b)	

Record	Retention	Authority	SHSW
Financial record for all payments not on file in CRN	As long as case is open	HSS 245.03(1)(c)	
Closed public assistance cases and denied cases:			N
Records specified in HSS 245.03(1)(a)	36 months following date of closing	HSS 245.03(2)(a)	
Most recent date, records specified in HSS 245.03(1)(b) & (c) and materials relating to any lack of cooperation on the part of a recipient	6 yrs. from date of closing	HSS 245.03(2)(b)	
Most recent date form and records specified in HSS 245.03(1)(b)	36 months from date of denial	HSS 245.03(2)(c)	
Social service case files:			N

Record	Retention	Authority	SHSW
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 and activity	3 yrs. after case is closed	DHSS Memo (82-1A)	

Record	Retention	Authority	SHSW
State required and County developed case documentation; assessment or diagnostic forms, records and narratives; social and 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 and documentation of eligibility or financial status	3 yrs. after case is closed		

Record	Retention	Authority	SHSW
Social services records for cases not opened for services; applications; referral actions not resulting in case opening; misc. requests and correspondence about individual clients from consumer and other agencies which do not result in case opening	1 yr. after final action/determination		
Client collections files:			

Record	Retention	Authority	SHSW
Active client records	Active as long as liability exists, except for inpatient mental services when 3rd party sources are exhausted and it has been determined the responsible parties have a permanent inability or unlikely future ability to pay	HSS 1.06(3)(d)	W
Inactive client records	5 yrs., except where liability for inpatient mental health services remains, then 10 years after last transaction posted to the record	HSS 1.06(3)(e)	
Payee records	Permanent		N/A
Case management files	7 yrs.		W
Payee misc. documents	3 months after audit completed		W
Child placing agency records:			

Record	Retention	Authority	SHSW
Register identifying information about children accepted for service or placement	Permanent	HSS 54.05(2)(a)1.	
Individual case records for each child served and family	7 yrs. after case closed	HSS 54.05(2)(a)2.	
Individual foster home records for each foster home used by the agency, which includes signed applications and agreements	7 yrs.	HSS 54.05(2)(a)3.	
Individual records of studies adoptive applicants	7 yrs.	HSS 54.05(2)(a)4.	
Personnel records	7 yrs.	HSS 54.05(2)(a)5.	
Financial reports and audits	7 yrs.	HSS 54.05(2)(a)6.	

Record	Retention	Authority	SHSW
Licensing and certification records for in-home and family day care; adult family homes; foster homes; and group foster homes for children; application or other request forms; inspection and observation checklists; correspondence; other documentation relating to licensing or certification; approved license or certificate	2 yrs. after the license or certificate is no longer active	HSS 54.05(2)(a)6.	
Licensing and certification records for above types of facilities where license or certificate was not approved	2 yrs. after final action/determination	HSS 56.03(3)	

Record	Retention	Authority	SHSW
Adoption records; County agencies providing child welfare services under § 48.56 or child placing agencies licensed under § 48.60 should follow the detailed procedures for adoption information search and disclosure detailed in Ch. HSS 53.	Permanent	HSS 53.07(1)	
Third party recovery records	1 yr. after case closure; recommend microfilming essential information		W
Fraud referral records:			N
Unfounded	3 yrs. after determination; recommend microfilming essential information		

Record	Retention	Authority	SHSW
Founded - referred DA	7 yrs. after determination; recommend microfilming essential information		
Founded - other	5 yrs. after determination; microfilming essential in formation		

(cc) Treasurer.

Record	Retention	Authority	SHSW
Bank statements	7 yrs.		W
General receipts and settlement receipts	7 yrs.		W
Municipal tax rolls	15 yrs.		N
Balancing reports	3 yrs.		W
Audit letters	3 yrs.		W
Accounts payable/detail listing/check register (copies)	3 yrs.		W
Bank reconciliations	7 yrs.		W
Outstanding checks	7 yrs.		W
Check register	7 yrs.		W
Deposit tickets	1 yr. after audit		W

Record	Retention	Authority	SHSW
Bank credit/debit notices	1 yr. after audit		W
Cash drawer reconciliations	1 yr. after audit		W
Tax receipts	15 yrs.	§ 59.715(16)	W
All other receipts of County Treasurer	7 yrs.	§ 59.715(17)	W
Check register/Treasurer cash	7 yrs.		W
Certified special assessment roll	After assessment collected or 7 yrs., whichever is longer		W
Statement of new special assessments	5 yrs.		W
Special assessment payment register	Until all assessments collected or 7 yrs., whichever is longer		W

(dd) Veterans Service Office.

Record	Retention	Authority	SHSW
Regulations	Until supersede		W
Veterans' military separation records	Permanent		N/A

Record	Retention	Authority	SHSW
Grave registration files	Permanent; suggest microfilming after 6 yrs.		N
Veterans' benefit case files	2 yrs. after inactive		N
Wisconsin Dept. of Veterans' Affairs bulletins	Until superseded		W
News releases	6 yrs.		W

(ee) Review and Approval by Public Records and Forms Board.
This subsection has been reviewed and approved by the Public Records and Forms Board.