

## CHAPTER 17

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### RECORDS RETENTION

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17.01	General.	17.18	Planning and Park Commission.
17.02	Purpose.	17.19	Personnel.
17.03	Definitions.	17.20	Public Works.
17.04	Countywide.	17.21	Register of Deeds.
17.06	Aging Resource Center.	17.22	Sheriff.
17.07	Health Care Center.	17.24	Treasurer.
17.08	Child Support.	17.25	Veterans Service Office.
17.09	Corporation Counsel.	17.26	Health Department.
17.10	County Clerk.	17.27	Historical Society Notification.
17.11	Circuit Court.	17.28	Destruction After Request for Inspection.
17.12	Information Systems.	17.29	Destruction Pending Litigation.
17.13	District Attorney (and Victim Witness).	17.30	Microfilming or Optical Disk Storage of Department Records.
17.14	Comptroller.	17.31	Review and Approval by Public Records and Forms Board.
17.15	Human Services Department.		
17.16	Highway.		
17.17	Coroner.		

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#### **17.01 General.**

All Manitowoc County records for which a specific retention period is not established in state statutes, federal law, or regulation, shall be retained by Manitowoc County for a period of not less than seven (7) years, unless another retention period is designated in this ordinance.

#### **17.02 Purpose.**

The purpose of this chapter 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 or transferred to optical disk format as original records pursuant to Wis. Stat. § 16.61(7) and Wis. Stat. § 16.612 respectively, and under Section 17.31 of the Code.

### 17.03 Definitions.

- (1) “Board” means the public records and forms board.
- (2) “Legal Custodian” means the individual responsible for maintaining records pursuant to Wis. Stat. § 19.33.
- (3) “Microfilm Reproduction” means any manner by which an image is reduced in size and reproduced on fine-grain, high resolution film.
- (4) “Record” means record as defined in Wis. Stat. § 19.32(2).
- (5) “Retention” means the length of time in which records series are to be kept by county departments.
- (6) “Optical disk” and “optical imaging” are defined in Wis. Stat. §§ 990.01(25g) and 990.01(25r) respectively.

### 17.04 County-Wide.

The following records are found throughout various departments in the county and are subject to uniform regulation unless otherwise specified.

RECORD	RETENTION	NOTICE	AUTHORITY
(1) Contracts, leases, agreements	7 years after last effective date	W	WS § 59.52(4)(a)10
(2) Insurance policies			
(a) Claims made	7 years after expiration	W	WS § 59.52(4)(a)10
(b) Occurrence	Permanent	W	
(3) Cancelled checks	7 years	W	WS § 59.52(a)16
(4) Receipts	7 years	W	
(5) Accounts Payable: purchasing invoices; vouchers; detail listing; vendor	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 and bridges	Life of structure	N	

(11) Blueprints	Until superceded by as-built tracings	N
(12) As-built tracings	Life of project	W
(13) Personnel records	See sec. 17.19	W
(14) Warranty records	Life of product or end of warranty, whichever occurs first	W
(15) Equipment and furnishings inventories	Until superceded	W
(16) Citations (copies)	2 years	W

### 17.06 Aging Resource Center.

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 45 C.F.R. Part 74.

RECORD	RETENTION	NOTICE	AUTHORITY
(1) Records as defined above	3 years from date last federal expenditure report for each grant award is submitted to HSS	W	
(2) 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	
(3) Equipment records	3 years from date of disposition or replacement or transfer (direction of awarding agency)	W	
(4) Indirect cost rate proposals and cost allocation plans	3 years from the end of the contract covered by the plan or proposal	W	
(5) Non-expendable property acquired with Title III or other federal or state funds	At least 3 years after final sale or disposition	W	
(6) In case of litigation, claim, audit, or other action involving records or records concerning non-expendable property	Until authorization has been obtained by the awarding agency to dispose of records		

### 17.07 Health Care Center.

RECORD	RETENTION	NOTICE	AUTHORITY
(1) Original medical record	5 years after discharge or death	W	HFS 132.45(4)(f)2

(2) Master resident indexes	Permanent	N/A	HFS 132.45(4)(f)3.b
(3) Disease index	Permanent	N/A	HFS 132.45(4)(d)2
(4) All other records required by HFS 132.45	2 years	W	HFS 132.45 (6)
(a) Dietary Menus	3 years	W	
(b) Therapeutic Diets	3 years	W	
(c) Staffing Records	3 years	W	
(d) Safety Tests	Permanent	N/A	
(e) Resident Census	Permanent	N/A	
(f) Inservice/Orientation	4 years	W	
(g) Transfer Agreements	Permanent	N/A	
(h) Fund Property Statements	5 years after death/discharge	W	
(i) Court Order/Consent Forms	5 years after death/discharge	W	
(5) Patient accident reports	7 years	W	
(6) Census reports	5 years	W	
(7) Utilization review and other committee meeting minutes	Permanent	N/A	
(8) Gas tax refund	3 years	W	
(9) Receipts/patient cash	7 years	W	
(10) Purchase orders (copies)	3 years	W	

### 17.08 Child Support.

RECORD	RETENTION	NOTICE	AUTHORITY
(1) Expenditure reports and supporting documentation	3 years	W	45 CFR 74.20-.25
(2) Statistical reports and supporting documentation	3 years	N	45 CFR 74.20-.25
(3) Client/case records including client attorney information	Until youngest child reaches age 21	W	
(4) Records of required client notification	3 years	W	45 CFR 74.20-.25

### 17.09 Corporation Counsel.

RECORD	RETENTION	NOTICE	AUTHORITY
(1) Case files/non-litigation	3 years	W	
(2) Case files/litigation	3 years after closure or when appeal time has run, whichever is longer or per SCR 72	W	
(3) Legal memos	7 years	W	
(4) Legal opinions	Permanent	N/A	

### 17.10 County Clerk.

RECORD	RETENTION	NOTICE	AUTHORITY
(1) Notices of tax apportionment from Secretary of State	3 years	W	WS 59.52(4)(a)1
(2) Copies of notices of tax apportionment sent to local taxing districts	3 years	W	WS 59.52(4)(a)2
(3) Records of county claims forwarded to DNR	1 year	W	WS 59.52(4)(a)3
(4) List of town, city, and village officers certified to county clerk	After date of expiration of term listed	N	WS 59.52(4)(a)4
(5) Crop reports by local assessors	3 years	W	WS 59.52(4)(a)50
(6) Illegal tax certificates charged back to local tax districts	3 years after charging back	W	WS 59.52(4)(a)6
(7) Notices of application for taking of tax deeds and certificates of non-occupancy, proofs of service and tax certificates filed	15 years	W	WS 59.52(4)(a)7
(8) Official bonds	6 years	W	WS 59.52(4)(a)8
(9) Claims paid by county and supporting papers	7 years	W	WS 59.52(4)(a)9
(10) Reports of town treasurers on dog licenses sold and records of dog licenses issued	3 years	W	WS 59.52(4)(a)11
(11) Copies of receipts issued by treasurer	4 years or until audited, whichever is earlier	W	WS 59.52(4)(a)12
(12) Copies of notices to town assessors re lands sold and owned by county	3 years	W	WS 59.52(4)(a)13
(13) Oaths of office	7 years	W	WS 59.52(4)(a)17
(14) Marriage license applications and supporting papers	10 years	W	WS 59.52(4)(a)19

(15) Original papers, resolutions, and reports concerning county board proceedings	6 years after date of publication	N	WS 59.52(4)(b)1
(16) Check register/ treasurer cash	7 years	W	
(17) Committee minutes	6 years after date of publication	N	WS 59.52(4)(b)1
(18) Deeds	Permanent or listing of when and where recorded	N/A	
(19) Abstracts and certificates of title, title insurance policies	Permanent or as long as land owned	N/A	
(20) Cancelled bonds, coupons, and promissory notes	Until audited	N/A	
(21) Bond and coupon record book, and general obligation bonds	7 years after bond issue expires or following payment of all outstanding matured bonds, notes, coupons, whichever is later	W	
(22) Apportionment maps	Until next apportionment	W	
(23) Report on functional jurisdiction of roads	10 years or until next report received	W	
(24) Certified mileage lists	Until next list received	W	
(25) Town plats	3 years	W	
(26) Award of damage for scenic rights	Until recorded	W	
(27) Relocation orders/maps	Retain latest revision for each project	W	
(28) Mill rates from towns	2 years	W	
(29) Journal entries and any audits or journal entries	7 years	W	
(30) Journal of proceedings	6 years after publication date	N	
(31) Cancelled registration cards	4 years after cancellation	W	WS 7.23(1)(c)
(32) Financial registration statements and reports	6 years	W	WS 7.23(1)(d)
(33) Registration and poll lists:		W	WS 7.23(1)(e)
(a) non-partisan elections	2 years	W	
(b) partisan elections	4 years after election	W	
(34) Federal election records other than registration cards	22 months	W	WS 7.23(1)(f)
(35) Detachable recording units	14 days for primary and 21 days after any other election-clear or erase after transfer to a disk or other recording medium	W	WS 7.23(1)(g)

(36) Electronic ballot tallies	22 months after date of election	W	WS 7.23(1)(g)
(37) Ballots	30 days after election	W	WS 7.23(1)(h)
(38) Official canvasses	10 years after election	W	WS 7.23(1)(i)
(39) Election notices and proofs of publication and correspondence	1 year after date of election unless contested, then by court order	W	WS 7.23(1)(j)
(40) All other election materials and supplies	90 days after election	W	WS 7.23(1)(k)
(41) Records transferred by registrants who submit dissolution reports after primary and general elections	3 years after their last election	W	WS 10.74(8)(e)

### 17.11 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 Chapter 72. Records not specified therein of a general county-wide nature shall be retained pursuant to sec. 17.04.

RECORD	RETENTION	NOTICE	AUTHORITY
(1) Shelter Care records	Until child's 21st birthday except permanent register of names of children and dates of admission and release	W	HFS 59.07(3)(b)
(2) Secure juvenile facility records	10 years after 18th birthday	W	DOC 346.13 and SCR 72

### 17.12 Information Systems.

Provides reports for all departments and stores information for each department. Files in storage must be maintained pursuant to the guidelines established for the specific departmental records and county-wide records enumerated in this chapter.

### 17.13 District Attorney and Victim Witness.

District Attorney records are governed by state record retention schedules. Reference 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.

## 17.14 Comptroller.

RECORD	RETENTION	NOTICE	AUTHORITY
(1) Payroll registers, other payroll reports, and social security and retirement earnings reports	10 years	W	
(2) Withholding allowance certificates, employee wage and tax statements, and other tax records	7 years	W	
(3) Time cards, attendance records, salary schedules, and department training records	7 years	W	
(4) Certified special assessment roll	After assessment collected or 7 years, whichever is longer	W	
(5) Statement of new special assessments	5 years	W	
(6) Special assessment payment register	Until all assessments collected or 7 years, whichever is longer	W	
(7) All accounts of county and books of account	7 years	W	
(8) General ledger	15 years	N	

## 17.15 Human Services Department.

RECORD	RETENTION	NOTICE	AUTHORITY
(1) Case records and other materials of all public assistance kept as required under Chapter 49	If no payments have been made for at least 3 years and a fact sheet and financial record retained per DHSS	N	WS 59.52(4)(a)18
(2) Original fiscal records	7 years	W	
(3) Juvenile examination records		W	WS 48.59
(4) Open public assistance case records			
(a) All data forms; case determination sheets; work sheets; medical assistance 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 year period	W	DWD 18.03

(b)	Sheets which document the verification of unchangeable items, such as social security numbers, birth dates, and citizenship	As long as case is open	W	DWD 18.03(1)
(c)	Financial record for all payments not on file in CRN	As long as case is open	W	DWD 18.03
(5)	Closed public assistance cases and denied cases		N	
(a)	Records specified in DWD 18.03(4)	36 months following date of closing	N	DWD 18.03(4)
(b)	Most recent data, records specified in DWD 18.03 and materials relating to any lack of cooperation on the part of a recipient	6 years from date of closing	N	
(c)	Most recent data form and records specified in DWD 18.03	36 months from date of denial	N	
(6)	Social Services Case Files		N	
(a)	State required case documentation: Initial Contact Sheet; Notice of Agency Action; Social Services Face Sheet; Social Services Agreement; Social Services Narrative; Financial Information; and any other records documenting client eligibility and activity	3 years after case is closed	N	
(b)	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 years after case is closed	N	
(7)	51.42/437 treatment records	7 years unless minor, then until 19 year of age or 7 years after treatment completed, whichever is longer	W	HFS 92.12(1) & (2)
(a)	Undergoing federal or state audit	Until completion of legal action	W	HFS 92.12(3)
(b)	Relating to legal actionUntil completion of audit		W	HFS 92.12(4)

(8) Client collection files		W	
(a) 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	W	HFS 1.06(3)(d)
(b) Inactive client records	5 years except where liability for inpatient mental health services remains, then 10 years after last transaction posted to the record	W	HFS 1.06(3)(e)
(9) Payee records	Permanent	N/A	
(10) Case management files	7 years	W	
(11) Payee miscellaneous documents	3 months after audit completed	W	
(12) Child-placing agency records			
(a) Register identifying information about children accepted for service or placement	Permanent	N/A	HSS 54.06(2)(a)1
(b) Individual case records for each child	7 years after case closed	W	HSS 54.06(2)(a)2
(c) Individual foster home records for each foster home used by the agency, which includes signed applications and agreements	7 years	W	HSS 54.06(2)(a)3
(d) Individual records of studied adoptive applicants	7 years	W	HSS 54.06(2)(a)4
(e) Personnel records	7 years	W	HSS 54.06(2)(a)5
(f) Financial reports and audits	7 years	W	HSS 54.06(2)(a)6
(g) 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 check lists, correspondence, other documentation relating to licensing or certification, and approved license or certificate	2 years after the license or certificate is no longer active	W	
(h) Licensing and 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 Wis. Stat. § 48.56 or child-placing agencies licensed under Wis. Stat. § 48.60 should follow the detailed procedures for adoption information search and disclosure in HSS 53	Permanent		N/A
(13) Third-party recovery records	1 year after case closure and microfilm essential information	W	
(14) Fraud referral records			
(a) Unfounded	3 years after determination and microfilm essential information	W	
(b) Founded - referred DA	7 years after determination and microfilm essential information	W	
(c) Founded - other	5 years after determination and microfilm essential information	W	

### 17.16 Highway.

RECORD	RETENTION	NOTICE	AUTHORITY
(1) Blueprints	Permanent or until building disposed of	W	
(2) Shop drawings	Permanent	N/A	
(3) Equipment and machine maintenance	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) Machinery, time sheets	1 year after machinery replaced	W	
(10) Permits	Permanent	N/A	
(11) State gas reports	3 years	W	
(12) Accident reports (copies)	3 years	W	
(13) Insurance reports (copies)	3 years	W	
(14) Stock control records	2 years	W	
(15) Fuel usage reports	2 years	W	

(16) Heavy equipment and vehicle inventory ledger	Until superseded	W
(17) Vehicle maintenance histories	Life of vehicle	W
(18) Vehicle expense reports	Life of vehicle	W
(19) Vehicle usage reports	2 years	W

### 17.17 Coroner.

RECORD	RETENTION	NOTICE	AUTHORITY
(1) Homicide or suspicious death case files	Permanent	N/A	
(2) All other case files	7 years unless subject to litigation and then until litigation resolved	W	
(3) Report for final disposition of a corpse with corresponding death certificate copies	2 years	W	

### 17.18 Planning and Park Commission.

RECORD	RETENTION	NOTICE	AUTHORITY
(1) Master park plan	Permanent	N/A	
(2) Plats	Permanent	N/A	
(3) Aerial photographs	Permanent	N/A	
(4) Committee agendas and summaries	6 years	W	
(5) Citation and park patrol records	2 years	W	
(6) Guidebooks, trail information	Until updated or no longer useable	W	
(7) Wisconsin Conservation Corps projects/ crew information	3 years	W	
(8) Annual work plans	3 years	W	
(9) Dam information	Permanent	N/A	
(10) Equipment and vehicle registration reports	Until equipment and vehicle is disposed of	W	
(11) General information	Until updated	W	
(12) Land acquisitions-deeds, abstracts	Permanent or until land disposed of	N/A	
(13) Certified surveys	Permanent	N/A	

(14) Assessors plats	Permanent	N/A	
(15) Final real property assessment roll	15 years. "No assessment roll containing forest crop acreage may be destroyed without prior approval of the secretary of revenue."	N	WS 59.52(4)(c)
(16) Permit applications	Permanent	N/A	
(17) Code compliance inspection reports	Permanent	N/A	
(18) Approved commercial building plans	4 years	W	
(19) Permit ledger	3 years	W	WS 59.52(4)(c)
(20) Quarter section maps, copies	Until superceded	W	
(21) Decisions and supporting documents of Board of Land Use Appeals	Permanent	N/A	

### 17.19 Personnel.

RECORD	RETENTION	NOTICE	AUTHORITY
(1) Insurance records	7 years	W	
(2) Performance evaluations, garnishment records, and medical records	5 years	W	
(3) 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, termination, terms of compensation, and 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) Union contracts and grievance, mediation, and arbitration records	Permanent	N/A	
(5) Rough work papers used in payroll calculations	3 years	W	
(6) Unemployment compensation records	3 years	W	
(7) Individual employee personnel files and retirement records	8 years after end of service	W	
(8) Accident reports, injury claims and settlements; injury frequency charts	8 years after end of service	W	

(9) Deferred compensation payment records	8 years after end of service	W
(10) Directives and policies	7 years after being updated or terminated	W

### 17.20 Public Works.

RECORD	RETENTION	NOTICE	AUTHORITY
(1) Bids and proposals, successful	7 years after contract expiration	W	
(2) Bids and proposals, unsuccessful	1 year after audit	W	
(3) Property inventory	Until superceded	W	
(4) Public Works contracts			
(a) Notice to contractors			
1. Successful bidders	7 years	W	
2. Unsuccessful bidders	2 years	W	
(b) Bidder's proof of responsibility			
1. Successful bidders			
2. Unsuccessful bidders	7 years	W	
	2 years	W	
(c) Bids			
1. Successful bidders	7 years after completion of project	W	
2. Unsuccessful bidders	2 years	W	
(d) Affidavit of organization and authority			
1. Successful bidders	7 years after completion of project	W	
2. Unsuccessful bidders	2 year	W	
(e) Bid tabulations	2 years	W	
(f) Performance bond	7 years after completion of project	W	
(g) Contract	7 years after completion of project	W	
(h) Master Project files	20 years	W	

### 17.21 Register of Deeds.

RECORD	RETENTION	NOTICE	AUTHORITY
(1) Obsolete documents pertaining to chattels, including final books of entry	6 years	W	WS 59.43(12)

## 17.22 Sheriff.

RECORD	RETENTION	NOTICE	AUTHORITY
(1) Dockets, daily jail records, and cash books	8 years	N	WS 59.27(8)
(2) Register of inmates (Huber)	8 years	W	DOC 348.09(1)
(3) Inmate medical records	7 years	W	DOC 348.09(2)
(4) Inmate discipline records (Huber)	8 years	W	DOC 348.09(3)
(5) Registration of visitors (Huber)	7 years	W	DOC 348.09(4)
(6) Booking records	8 years	W	
(7) Correspondence	7 years	W	
(8) Incident reports	8 years	W	
(9) Court orders	Release of inmate or 7 years, whichever is later	W	
(10) Receipts, money records except cash books	7 years	W	
(11) Other records			
(a) Civil process records	7 years	W	
(b) Investigative folders years	8 years	W	
(c) Booking sheets	8 years	W	
(d) Juvenile referrals	8 years	W	
(e) Complaints	7 years	W	
(f) Accident reports (handwritten)	8 years	W	
(g) Radio logs	3 years	W	
(h) Employee files (former employees)	8 years	W	
(i) Jail non-prescription medication logs	7 years	W	
(j) Jail visitor logs	7 years	W	
(k) Expired contracts and related documents	7 years	W	
(l) Federal and State funded projects and fiscal records	7 years	W	
(m) All other fiscal, receipts, and revenue records	7 years	W	
(n) Ordinance citations	7 years	W	

(o) Traffic citations	7 years	W
(p) Breathalyzer & Intoxilyzer tests	7 years	W
(q) Performance evaluation records	5 years	W
(r) UCR reports	5 years	W
(s) Cancelled warrant, commitments, apprehension requests	3 years	W
(t) Radar logs (for which citation has been adjudicated)	3 years	W
(u) Field warnings	2 years	W
(v) Time cards	2 years	W
(w) 911 dispatch recordings	8 years	W

#### 17.24 Treasurer.

RECORD	RETENTION	NOTICE	AUTHORITY
(1) Bank statements	7 years	W	WS 59.52(4)(a)15
(2) General receipts and settlement receipts	7 years	W	WS 59.52(4)(c)
(3) Municipal tax rolls (See also "Planning and Park Commission")	15 years	N	
(4) Balancing reports	3 years	W	
(5) Audit letters	3 years	W	
(6) Accounts payable/detail listing/check register (copies)	7 years	W	
(7) General ledger, trial balance	3 years	W	
(8) Journal entries, resolutions, general receipts, treasurer's cash	3 years	W	
(9) Budget, vendor listing, general receipts combined payables	3 years	W	
(10) Bank reconciliations	7 years	W	
(11) Outstanding checks	7 years	W	
(12) Check register	7 years	W	
(13) Deposit tickets	7 years	W	
(14) Bank credit/debit memos	1 year after audit	W	WS § 59.52(4)(a)15
(15) Cash drawer reconciliations	1 year after audit	W	WS § 59.52(4)(a)15

(16) Tax receipts	15 years	W
(17) Non-tax receipts	7 years	W

### 17.25 Veterans Service Office.

RECORD	RETENTION	NOTICE	AUTHORITY
(1) Regulations	Permanent or until superseded	W	
(2) Military separation rewards	Permanent	N/A	
(3) Grave registration files	Permanent	N	
(4) Veteran's benefit case files	2 years after inactive	N	
(5) Wisconsin Department of Veteran's Affairs bulletins	Until superseded	W	

### 17.26 Health Department.

RECORD	RETENTION	NOTICE	AUTHORITY
(1) Nursing records of care, home care, and public health	7 years from date of discharge	W	
(2) Block grants: family planning, CVRR, adult health, parenting(non-client)	5 years	W	
(3) Audit records of internal record audit	2 years or until after surveyor leaves	W	
(4) Accident reports (copies)	3 years	W	
(5) Insurance reports (copies)	3 years	W	
(6) Fuel usage reports	2 years	W	
(7) Vehicle usage reports	2 years	W	

### 17.27 Historical Society Notification.

The State Historical Society of Wisconsin (SHSW) has waived the required statutory 60 day notice under Wis. Stat. § 19.21(5)(d) for the records marked “W” which designates waived notice. SHSW must be notified prior to the destruction of records marked “N” designating non-waiver. Notice is also required for any record not listed in this ordinance. “N/A” indicates not applicable and applies to all county records designated for permanent retention.

### 17.28 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 Wis. Stat. § 19.37, the requested record may not be destroyed until a court order is issued and all appeals have been completed. See Wis. Stat. § 19.35(5).

### **17.29 Destruction Pending Litigation.**

No record subject to pending litigation shall be destroyed until the litigation has been resolved.

### **17.30 Microfilming or 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 Wis. Stat. §§ 16.61(7) and 16.612 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.

### **17.31 Review and Approval by Public Records and Forms Board.**

This chapter has been reviewed and approved by the Public Records and Forms Board.

#### **HISTORY**

09/10/1991: Created by Ord. No. 91/92-81 effective upon receipt of approval from State of Wisconsin Public Records and Forms Board.

03/17/1992: Repealed and recreated by Ord. No. 91/92-163 effective upon receipt of approval from State of Wisconsin Public Records and Forms Board.