

ORDINANCE NUMBER 15V

AN ORDINANCE TO CREATE SECTION 10.20 OF THE MUNICIPAL CODE OF THE CITY OF MINERAL POINT,
ENTITLED "DESTRUCTION OF PUBLIC RECORDS."

The Common Council of the City of Mineral Point does ordain as follows:

Section 10.20 , Destruction of Public Records, is hereby created in Chapter 10 of the Municipal Code,
Rules of Construction; General Penalty, to read as follows:

§ 10.20 DESTRUCTION OF PUBLIC RECORDS

(A) *Financial records.* City officers may destroy the following nonutility records of which they are the legal custodians and which are considered obsolete, after completion of any required audit by the Bureau of Municipal Audit or an auditor licensed under Chapter 442 of the Wisconsin Statutes, but 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) of the Wisconsin Statutes, and then after such shorter period.

- (1) Bank Statements, deposit banks, slips and stubs
- (2) Bonds and coupons after maturity
- (3) Cancelled Checks, duplicates and check stubs
- (4) License and permit applications, stubs and duplicates
- (5) Payrolls and other time and employment records of personnel included under the Wisconsin Retirement Fund.
- (6) Receipt forms
- (7) Special Assessment records
- (8) Vouchers, requisitions, purchase orders and all other supporting documents pertaining thereto.

(B) *Utility records.* City officers may destroy the following utility records of which they are the legal custodians and which are considered obsolete after completion of any required audit by the Bureau of Municipal Audit or an auditor licensed under Chapter 442 of the Wisconsin Statutes, subject to state Public Service Commission regulations, but not less than seven years after the record was effective unless a shorter period has been fixed by the state Public Records Board pursuant to §16.61 (3) (e) of the Wisconsin Statutes, and then after such a shorter period, except that water stubs, receipts of current billings and customer's ledgers may be destroyed after 2 years:

- (1) Water & Sewer stubs and receipts of current billings
- (2) Customers' ledgers

- (3) Vouchers and supporting documents pertaining to charges not included in plant accounts
- (4) Other utility records after 7 years with the written approval of the State Public Service Commission

(C) *Other records.* City officers may destroy the following records of which they are the legal custodian and which are considered obsolete, but not less than 7 years after the record was effective unless another period has been set by statute, and then after such a period, unless a shorter period has been fixed by the state Public Records Board pursuant to §16.61(3) (3) of the Wisconsin Statutes, and then after such a shorter period:

- (1) Assessment rolls and related records, including Board of Review minutes
- (2) Contracts and paper relating thereto
- (3) Correspondence and communications
- (4) Financial reports other than annual financial reports
- (5) Insurance Policies
- (6) Oaths of Office
- (7) Reports of boards, commissions, committees and officials duplicated in the Council Minutes
- (8) Resolutions and Petitions
- (9) Voter Record Cards

(D) *Historical Society notification.* Prior to the destruction of any public records described in § 10.20 (A), (B), or (C), at least sixty days' notice in writing shall be given the State Historical Society of Wisconsin.

(E) *When authorized.* This chapter shall not be construed to authorize the destruction of any public record after a period less than prescribed by statute or state administrative regulations.

Adopted at the regular meeting of the Common Council of the City of Mineral Point, held on November 8, 2012, at City Hall, in the City of Mineral Point, Iowa County, Wisconsin.

This ordinance shall be in full force and effect upon passage and publication, as provided by law.

Date this 8th day of November, 2012.

APPROVED:



Greggory Bennett, Mayor

ATTEST



Debi Heisner, Administrator/Clerk/Treasurer