

TOWN OF SUPERIOR

**4917 South State Road 35
Superior, WI 54880
Phone (715) 399-8385**

ORDINANCE 2007-01 DESTRUCTION OF OBSOLETE RECORDS

DESTRUCTION OF PUBLIC RECORDS

1.01 (1) Financial Records

1.01 (2) Other Records

1.01 (3) Historical Society Notification

1.01 (4) Limitations

1.01 (1) Financial records. Town officers may destroy the following non-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, 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 s. 16.61 (3) (e), and then after such shorter period:

(a) Receipts, invoices, bank statements, budget worksheets, budget reports, vouchers, tax settlement statements, audit reports, annual meeting reports

1.01 (2) Other records. Town 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, or unless a shorter period has been fixed by the state Public Records Board pursuant to s. 16.61(3) (3) and then after such a shorter period:

(a) Dog licenses, payroll records, liquor and beer licenses, affidavit of publication, fuel usage reports, personal property tax rolls, building permit applications, election records, and nomination records.

1.01 (3) Historical Society notification. Prior to the destruction of any public record described in sections 1.01 (a), at least sixty days' notice in writing shall be given the State Historical Society of Wisconsin.

1.01 (4) 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.

Passed and adopted this 14th day of March, 2007.

Ronald D. Lee

Town Chairman

David M. Wallace

Supervisor

Pete Radich

Supervisor

Joanne M. Thompson

Clerk