

19.21 * Ordinance for the destruction of obsolete records.

STATE OF WISCONSIN
Town of Stockbridge

Calumet County

SECTION I - TITLE AND PURPOSE

This ordinance is entitled the Town of Stockbridge Destruction of Obsolete Records Ordinance. The purpose of this ordinance is to provide the town officers of the Town of Stockbridge with the authority to destroy certain obsolete public records in possession of the Town of Stockbridge.

SECTION II - AUTHORITY

The Town Board of the Town of Stockbridge , Calumet County, Wisconsin, has the specific authority under s. 19.21 (4), Wis. stats., to manage and destroy obsolete public records in the possession of the Town of Stockbridge.

SECTION III - ADOPTION OF ORDINANCE

The town board, by this ordinance, 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 Stockbridge to manage and destroy obsolete public records in the possession of the Town of Stockbridge.

SECTION IV - FINANCIAL RECORDS

The following Town of Stockbridge town officers, pursuant to s. 19.21 (5), Wis. stats., may destroy the financial records, except utility records, of which they are the legal custodians and that are considered obsolete as provided below:

Officer	Records officer authorized to destroy	Period record must be held by town
Clerk/Treasurer/Chairman	Financial Records	7 years

SECTION V - OTHER RECORDS

The Town of Stockbridge town officers, pursuant to s. 19.21 (5), Wis. stats., may destroy the following records of which they are the legal custodians and that are considered obsolete:

Officer	Records officer authorized to destroy	Period record must be held by town
Clerk/Treasurer/Chairperson	Election Records	7 years
Clerk/Treasurer/Chairperson	Assessment Records, Tax Rolls and Board of Review Records	7 years
Clerk/Treasurer/Chairperson	Building Permits	7 years

SECTION VII - HISTORICAL SOCIETY NOTIFICATION

Prior to the destruction of any public record described in Sections IV or V, at least 60 days notice in writing shall be given to the State Historical Society of Wisconsin.

SECTION VIII - PENALTY PROVISIONS

Any person, partnership, corporation, or other legal entity that fails to comply with the provisions of this ordinance shall, upon conviction, pay a forfeiture of not less than \$~~100.00~~ nor more than \$~~500.00~~, plus the applicable surcharges, assessments, and costs for each violation. Each day a violation exists or continues constitutes a separate offense under this ordinance. In addition, the town board may seek injunctive relief from a court of record to enjoin further violations.

SECTION IX - SEVERABILITY

If any provision of this ordinance or its application to any person or circumstance is held invalid, the invalidity does not affect other provisions or applications of this ordinance that can be given effect without the invalid provision or application, and to this end the provisions of this ordinance are severable.

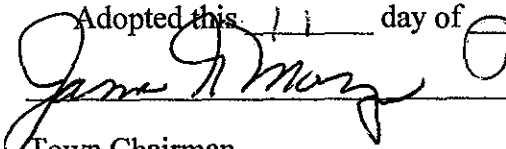
SECTION X - EFFECTIVE DATE, CONSTRUCTION

This ordinance is effective on publication or posting.

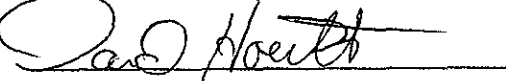
This ordinance shall not be construed to authorize the destruction of any public record after a period less than prescribed by statute or state administrative rules.

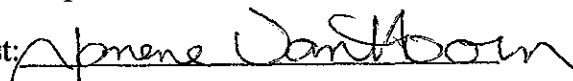
The town clerk shall properly post or publish this ordinance as required under s. 60.80, Wis. stats.

Adopted this 11 day of July 2007


Town Chairman


Supervisor


Supervisor

Attest: 
Clerk