

Subchapter 109. Destruction of Public Records

- 109.1.PURPOSE. The purpose of this ordinance is to provide for the destruction of obsolete town records. The following records shall be held in perpetuity;
- (1). Town Meeting Minutes
 - (2). Town Board Meeting Minutes
 - (3). Board of Adjustment Meeting Minutes and Correspondence
 - (4). Building Permits and Correspondence
- 109.2.AUTHORITY. The Town of Presque Isle has the authority, pursuant to s. 60.83 and 19.21(4)(a), Wis. Stats. to enact this ordinance.
- 109.3.FINANCIAL RECORDS. Town officers may destroy records of which they are the legal custodians and which are considered obsolete, but not less than seven years after payment or receipt of any payment involved in the particular transaction, unless a shorter period has been fixed by the State Public Records Board pursuant to s. 19.21(4)(a), Wis. Stats.
- 109.4.OTHER RECORDS. Town officers may destroy any other records of which they are the legal custodian and which are considered obsolete, but not less than seven 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. 19.21(4)(a), Wis. Stats.
- 109.5.HISTORICAL SOCIETY NOTIFICATION. Prior to the destruction of any Town public records which may be of historical value, the custodian of those records, at least sixty days prior to the destruction of these records, shall notify:
- (1). The State Historical Society of Wisconsin
 - (2). The Vilas County Historical Society
 - (3). The Presque Isle Heritage Society
- 109.6.TAPE RECORDINGS. Any tape recordings of a governmental meeting of the town may be destroyed, erased, or reused no sooner than ninety days after the minutes of the meeting have been approved, if the purpose of the recording was to take minutes of the meeting. Taped statements to the Town Board or other town committees shall be held 90 days after they are transcribed and approved as being correct.
- 109.7.LIMITATION. 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.
- 109.8.PENALTIES. For violations of the above chapter the Town of Presque Isle adopts s. 19.21(3), Wis. Stats. (Forfeiture of \$25 to \$2,000).
- 109.9.EFFECTIVE DATE. This ordinance shall take effect after its passage and publication as required by law.