

ORDINANCE NO. 42

DESTRUCTION OF PUBLIC RECORDS

Section 1.01 (1) Records.

The Town of Geneva 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 Section 16.61(3)(3), and then after such a shorter period:

- A. All Town records with the exception of the following: Minute Books, Ordinances and Ordinance Books, Resolutions, Deeds, Opinions of Title, Abstracts and Certificates of Title, Title Insurance Policies, Plats, Easements, Leases, Legal Opinions, Active Registration Cards, Receipt Journal, Voucher/Order Register, General Journal, Journal Voucher, Appropriation Journal, Appropriation Journal Voucher, General Ledger, Cashbook, Plats, Certified Surveys, Assessor's Plats, Aerial Photographs, Tax Exemption Reports, Statement of Assessment, Final Statement of Assessment, Final Real Property Assessment Roll, Personal Property Assessment Roll, Statement of Taxes, Personal Property Tax Roll, Statement of Taxes Remaining Unpaid.

Section 1.01 (2) Historical Society Notification.

Prior to the destruction of any public record described in Section 1.01(1)(a), at least sixty (60) days' notice in writing shall be given the State Historical Society of Wisconsin.

Section 1.01 (3) 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.

Section 2.01 Effective Date.

This Ordinance shall be effective from and after its effective date, and upon posting or publication thereof, as provided by the Statutes of the State of Wisconsin.

Adopted the 5th day of February, 1987.

THE TOWN BOARD OF THE TOWN OF GENEVA,
WALWORTH COUNTY, WISCONSIN

Joseph Deignan, Chairman (Signature on File)

Tim Lockwood, Supervisor (Signature on File)

James W. Walsh, Supervisor (Signature on File)

ATTEST:

Alice Schumacher, Clerk (Signature on File)