

ORDINANCE NO. 82

ADOPTION OF THE WISCONSIN MUNICIPAL RECORDS SCHEDULE

WHEREAS, the Town of Geneva finds itself responsible for the maintenance of a large volume of Town records; and

WHEREAS, the Town of Geneva Town Board recognizes that not all Town records have a historical value or interest; and

WHEREAS, the Town of Geneva Town Board may provide by Ordinance for the destruction of obsolete public records; and

WHEREAS, the Town of Geneva Town Board wishes to comply with its requirement per Wis. Stat. § 19.21(4)(a) to notify the Wisconsin Historical Society (WHS) prior to the destruction of any public records; and

NOW, THEREFORE, the Town Board of the Town of Geneva, does ordain as follows:

Section 1. Retention of Public Records

- a. General Records Schedule Adopted. The Town of Geneva Town Board hereby adopts, by reference, the Wisconsin Municipal Records Schedule (hereinafter, "Records Schedule"), pertaining to the retention and destruction of public records, and approved by the State of Wisconsin Public Records Board (hereinafter, "Records Board") on August 27, 2018. A copy of the Records Schedule will be kept on file in the Town of Geneva Clerk's office located at N3496 Como Rd, Lake Geneva, WI and made available for public viewing during regular business hours.
- b. Other Records. In the event the Town of Geneva creates a record not contemplated by the Records Schedule, the Town of Geneva may, subject to the Records Board's prior approval, either adopt an applicable records retention schedule set forth by the Records Board, if available, or create its own retention schedule pertaining to the record.
- c. Repeal. All Ordinances, or portions thereof, and Resolutions, or portions thereof, in conflict with any portion of the Records Schedule are hereby repealed. Any approved Town of Geneva retention schedule, or portion thereof, for any record not contemplated by the Records Schedule shall remain in full force and effect.

d. Effective Date. This Ordinance and the passage of this Ordinance shall take effect from and after its adoption by the Town Board and upon posting or publication thereof as provided by the Statutes of the State of Wisconsin.

We hereby certify that the foregoing Ordinance was duly adopted by the Town of Geneva at a legal meeting on the 13th day of May, 2019 by a vote of: ___ in favor ___ against ___ abstain:

_____ Absent Aye Nay Abstain Preside
Jeff Monroe– Supervisor No.1

_____ Absent Aye Nay Abstain Preside
Kathy Scanlan – Supervisor No.2

_____ Absent Aye Nay Abstain Preside
David Stollow – Supervisor No.3

_____ Absent Aye Nay Abstain Preside
Mark Scerba– Supervisor No.4

_____ Absent Aye Nay Abstain Preside
Joseph F. Kopecky – Chairperson

_____ Attest
Debra L. Kirch – Clerk/Treasurer