

BURNETT COUNTY ORDINANCE 2004-01

RECORDS MANAGEMENT AND RETENTION

The County Board of Supervisors of the County of Burnett does ordain as follows:

SECTION I. DECLARATION OF POLICY

The creation and upkeep of records by the agencies and departments of Burnett County requires the establishment of policies to regulate the maintenance, retention and disposal of records. The purpose of this document is to establish a County record retention schedule and authorize description of county records pursuant to a uniform schedule. Record Custodians may destroy a record prior to the time set forth in the schedule only if such a record has been reproduced as an original record pursuant to §16.61 (1.7) or §16.61.2, WI. Statutes. Any records not covered by this chapter or any other regulation or law shall be retained seven (7) years unless the record is added by amendment to this schedule and the State Public Records Board approves the shorter period.

SECTION II. SHORT TITLE

This ordinance shall be known and cited as the Records Management and Retention Ordinance of Burnett County.

SECTION III. HISTORICAL RECORDS

The state Historical Society of Wisconsin (SHSW) has waived the required statutory sixty (60) day notice under § 19.21(5)(d) Wis. Stats., for any record marked "W". SHSW must be notified prior to destruction of any record marked "N". Notice is also required for any record not listed in this ordinance. "N/A" indicates not applicable and applies to any county record designated for permanent retention.

SECTION IV. DEFINITIONS

1. "Legal custodian" means the individual responsible for maintaining records pursuant to § 19.33 Wis. Stats.
2. "Record" is defined in §19.32(2) Wis. Stats.

SECTION V. RETENTION OF RECORDS

GENERAL RECORDS: The following records are maintained by the various departments in the county and are subject to uniform regulation unless otherwise specified. Unless specifically waived by them, the SHSW must receive written notice at least 60 days prior to the destruction of the following records pursuant to § 19.21 (5)(d). The retention period and authority for each record is as follows:

1. GENERAL RECORDS

RECORD	RETENTION	AUTHORITY	W-N-N/A
Contracts, leases, agreements, notices of taking bids	Seven (7) years after the last effective day thereof	§59.52(4)(a)(10) WS	W
Insurance policies a. Claims b. Master Contracts	See Administration/HR Section		N/A
Canceled checks	Seven (7) years	§59.52(4)(a)(16) WS	W
Receipts	Seven (7) years		W
Accounts payable-purchasing invoices/vouchers/detail listing/vendor listing	Seven (7) years		W
Accounts receivable/receipts	Seven (7) years		W
Receipt Journals	Seven (7) years		W
Vouchers/order register	Seven (7) years		
General journal	Seven (7) years		N
Construction plans for county buildings & bridges	Life of Structure		N
Blueprints	Until superseded by as-built tracings		N
As-built tracings	Life of Project		N
Personnel Records	See Administration/HR section		W
Warranty records	Life of product or end of warranty, whichever occurs first		W
Any record subject to litigation, claim or other action	Until permission to destroy obtained from Corporation Counsel		N/A
Citations (copies)	Two (2) years		W
Correspondence	Three (3) years		W
Purchase Orders	Seven (7) years		W
Bids & proposals, successful	Seven (7) years after contract expiration		W
Bids & proposals, unsuccessful	One (1) year after audit		W

(General) RECORD	RETENTION	AUTHORITY	W-N-N/A
Public Works contracts			
a. Notice to contractors (1) Successful bidders (2) Unsuccessful bidders	Seven (7) years Two (2) years		W
b. Bidder's proof of responsibility (1) Successful bidders (2) Unsuccessful bidders	Seven (7) years Two (2) years		W
c. Bids (1) Successful (2) Unsuccessful bidders	Seven (7) years after project completion Two (2) years		W
d. Affidavit of organization & authority (1) Successful bidders (2) Unsuccessful bidders	Seven (7) years after completion of project Two (2) years		W
e. Bid Tabulations	Seven (7) years after completion of project		W
f. Performance Bond	Seven (7) years after completion of project		W
Contract	Seven (7) years after completion of project		W
Master project files	Twenty (20) years		W

*Time reduced to two (2) years if the original records are maintained in the Clerk or Treasurer's Office

2. ADMINISTRATION/HUMAN RESOURCES RECORDS

***Note: See Financial Records item #11 – many of these records are split between Administration/Human Resources and the County Clerks Office**

RECORD	RETENTION	AUTHORITY	W-N-N/A
Individual employee personnel files (e.g. application/resume, internal posting/promotions, job offer letters, education transcripts, references, I-9 forms, Employee handbook signature cards, copies of released verification of employment forms, letter of resignation, exit interview, unemployment claims	Seven (7) years after termination		W

(Administration /HR) RECORD	RETENTION	AUTHORITY	W-N-N/A
Performance reviews (including rebuttals), Documentation of performance problems (disciplinary action), Status change forms, commendations, Attendance records	Four (4) years except where a charge of discrimination has been filed, personnel records relevant to a charge or action shall be retained until final disposition of the charge or action		W
Department training record	Seven (7) years		W
Workers Compensation & Liability Claims	Twelve (12) years after closure		W
EEO-4 reports	Seven (7) years		W
Union contracts & grievance, medication & arbitration records	Permanent		N/A
Directives & policies	Seven (7) years after being updated or terminated		W

3. CHILD SUPPORT RECORDS

RECORD	RETENTION	AUTHORITY	W-N-N/A
Expenditure reports & supporting documentation	Seven (7) years	45 CFR 74.20-74.24	W
Statistical reports & supporting documentation	Seven (7) years	45 CFR 73.20-74.25	W
Client/case records including client/attorney information	Seven (7) years after closure		W
Records of required client notification	Seven (7) years	45 CFR 73.20-74.25	W

4. CORPORATION COUNSEL RECORDS

RECORD	RETENTION	AUTHORITY	W-N-N/A
Case files/non-litigation	Three (3) years		W
Case files/litigation	Three (3) years after closure or when appeal time has run, whichever is longer or per SCR		W
Legal memoranda	Three (3) years		W
Formal legal opinions	Permanent		W

5. COUNTY CLERK RECORDS

***Note: See Financial Records item #11 – many of these records are split between Administration/Human Resources and the County Clerks Office; and # 18 Payroll.**

RECORD	RETENTION	AUTHORITY	W-N-N/A
Notice of tax apportionment received from Secretary of State	Three (3) years	§ 59.52(4)(a)(1) WS	W
Any election ballots	Thirty (30) days after election	§ 7.23(1)(h) WS	W
Official election canvasses	Ten (10) years after election	§ 7.23(1)(i) WS	W
Election notices, proofs of publication & correspondence	One (1) year after date of election unless contested, then by court order	§ 7.23(1)(j) WS	W
All other election materials & supplies	Ninety (90) days after election	§ 7.23(1)(k) WS	W
Records transferred by a registrant who submits a dissolution report after primary and general election	Three (3) years after their last election	§10.74(8)(e) WS	W
All accounts of county & books of account	Seven (7) years		W
General Liability & Property Damage Claims	Three (3) years after closure		W
Equipment & furnishings' inventories	Until superseded		W
Property inventory	Until superseded		W
Copies of notices of tax apportionment sent to local taxing districts	Three (3) years	§ 59.24(4)(a)(2) WS	W
Lists of town, City & village officers certified to County Clerk	After the date of expiration of term listed	§ 59.24(4)(a)(4) WS	N
Official bonds	Six (6) years	§ 59.24(4)(a)(8) WS	W
Claims paid by county & support papers	Seven (7) years	§ 59.24(4)(a)(9) WS	W
Reports of town treasurers on dog licenses sold & records of dog licenses issues	Three (3) years	§ 59.24(4)(a)(11) WS	W
Copies of receipts issued by treasurer	Four (4) years or until audited, whichever is earlier	§ 59.24(4)(a)(12) WS	W
Copies of notices to town assessors setting out lands sold & owned by the County	Three (3) years	§ 59.24(4)(a)(13) WS	W
Oaths of office	Seven (7) years	§ 59.24(4)(a)(17) WS	W
Marriage license applications & supporting papers	Ten (10) years	§ 59.24(4)(a)(19) WS	W
Original papers, resolutions, ordinances & reports appearing in county board proceedings	Six (6) years after date of publication	§ 59.24(4)(b)(1) WS	N
Committee minutes	Six (6) years after the date of publication	§ 59.24(4)(c)(1) WS	N

(County Clerk) RECORD	RETENTION	AUTHORITY	W-N-N/A
Supervisory district plan & map	Until next apportionment		W
Journal of proceedings	Six (6) years after date of publication		N
Canceled voter registration cards	Four (4) years after cancellation	§ 7.23(1)(c) WS	W
Election financial reports; election financial registration statements	Six (6) years	§ 7.23(1)(d) WS	W
Registration & poll lists: Non-partisan primary or election Partisan primary or election Non-partisan & partisan before 1940	Two (2) years Four (4) years Notify SHSW	§ 7.23(1)(e) WS	W
Federal election records other than registration cards	Twenty-two (22) months	§ 7.23(1)(f) WS	W
Detachable recording units & compartments on electronic voting machines	Fourteen (14) days after primary & Twenty-one (21) days after any other election – Clear or erase after transfer to a disk or other recording medium	§ 7.23(1)(g) WS	W
Disk or other recording medium containing Election financial reports; election financial registration statements	Twenty-two (22) months after date of election	§ 7.23(1)(g) WS	W

6. COURT RECORDS (Circuit Courts, Court Commissioner, Clerk of Court, Register in Probate). All records maintained by the Clerk of Court, Register in Probate, Juvenile Court relating to Juvenile Court matters, and the Family Court Commissioner shall be retained in compliance with Supreme Court Rules chapter 72. Records not specified therein of a general count-wide nature shall be retained pursuant to Section 1., General Records, of this Ordinance.

RECORD	RETENTION	AUTHORITY	W-N-N/A
Records of child in shelter care	Until child's twenty-first (21) birthday except permanent register of names of children & dates of admission & release	HSS 59.07 (3) (b)	W
Juvenile secure facility records	Ten (10) years after eighteenth (18) birthday	HSS 346.13 & SCR 72	W

7. DISTRICT ATTORNEY AND VICTIM WITNESS RECORDS.

District Attorney records are governed by state record retention schedules – Reference RDA #'s 475/142 through 475/148. Call the Public Records board at 608-266-2996 or the State Prosecutors Office at 608-267-2700 for information on retention and disposal of these records.

8. EMERGENCY MANAGEMENT RECORDS

RECORD	RETENTION	AUTHORITY	W-N-N/A
Federal Emergency Management Agency Grants	Seven (7) years		W
State SARA Title III Grants	Seven (7) years		W
Presidential Disaster Declaration	Seven (7) years after closure		N
Emergency Response Plans	Until updated		W

9. FINANCE RECORDS (Authority for Financial Records is dispersed throughout the different departments in the County – all departments should review this list to determine the appropriate retention schedule for records held in their departments. Many of the financial records are kept between Administration/HR and the County Clerks Office.)

RECORD	RETENTION	AUTHORITY	W-N-N/A
All accounts of County & books of account	Seven (7) years		W
General Ledger	Fifteen (15) years		N
Bank statements	Four (4) years		W
Canceled bonds, coupons & promissory notes	Until audited		W
Bond & coupon record book, general obligation bonds	Thirty (30) years after bond issue expires or following payment of all outstanding matured bonds, notes, coupons, whichever is later		W
Equipment & furnishings inventories	Until superseded		W
Property Inventory	Until superseded		W
Investment records	Six (6) years		W
Notice of tax apportionment from Secretary of State	Three (3) years		W
Copies of notices of tax apportionment sent to local taxing districts by County Clerk	Three (3) years		W
Illegal tax certificates charged back to local tax districts	Three (3) years after charging back		W
Check register/treasurer cash	Seven (7) years		W

52(Finance) RECORD	RETENTION	AUTHORITY	W-N-N/A
Journal entries & any audits or journal entries	Seven (7) years		W
General ledger, trial balance	Seven (7) years		W
Inventory	Until superseded		W
Budget, vendor listing, payables	Three (3) years		W

10. FORESTRY/PARKS RECORDS

RECORD	RETENTION	AUTHORITY	W-N-N/A
Master Park Plan	Until superseded		N/A
Aerial Photographs	Permanent		N/A
Committee agendas & summaries	Six (6) years		N
Citation & park patrol records	Two (2) years		W
Guidebooks & trail information	Until updated or no longer useable		W
Wisconsin conservation Corps projects/crew information	Three (3) years		N/A
Annual work plans	Five (5) years		W
Equipment & Vehicle registration reports	Until equipment & vehicles disposed of		W
General information	Until updated		W
Land use permits, easements	Permanent		N/A
Land acquisition – deeds, abstracts	Permanent		N/A
Timber sale contracts (bid opening, etc)	Seven (7) years		W
Construction contracts	Seven (7) years		W
County forest plan (Ten (10) year plan)	Ten (10) years		N
Records of bounty claims forwarded to DNR	One (1) year	§59.524(4)(a)(3) WS	W
DNR agreements	Seven (7) years		W

11(A). HEALTH & HUMAN SERVICES RECORDS

RECORD	RETENTION	AUTHORITY	W-N-N/A
<u>I. Administrative</u>			
Agency evaluation	Seven (7) years	§19.21 WS	W
Incident/Injury reports	Seven (7) years	§19.21 WS	W
Inventories: facility & equipment	Seven (7) years	§19.21 WS	W
Program policies, procedures	Seven (7) years	§19.21 WS	W
Daily activities reports	Seven (7) years	§19.21 WS	W
Fiscal records, accounting, billing, budget	Seven (7) years		W
Grants	Seven (7) years unless otherwise specified	§19.21 WS	W
Inventory or non-expendable personal property	Seven (7) years after disposal of property	§19.21 WS	W
Meeting Agendas/Minutes	Seven (7) years		W
Annual Reports	Permanent		W
General correspondence	Seven (7) years	7 CFR 246.25	W
W.I.C.	Three (3) full fiscal years plus one-hundred-fifty (150) days		W

(Health) RECORD	RETENTION	AUTHORITY	W-N-N/A
<u>II. Client/Family Care Records</u>			
Birth Certificate Information	Not longer than one (1) yr	§69.20 (3)(C)WS	W
Client Record/Patient Care Record	Seven (7) years, records of minors will be retained five (5) years after minor reaches 18 years of age.	§19.21 WS	W
Family Care Record	Seven (7) years, records of minors will be retained five (5) years after minor reaches 18 years of age	§19.21 WS	W
Health Check/Well Child	Seven (7) years, records of minors will be retained five (5) years after minor reaches 18 years of age	§19.21 WS	W
Short Term Record	Seven (7) years, records of minors will be retained five (5) years after minor reaches 18 years of age	§19.21 WS	W
Care Coordination	Seven (7) years, records of minors will be retained five (5) years after minor reaches 18 years of age	§19.21 WS	W
Home Care Records	Six (6) years after the month the cost reports is filed with the intermediary. Records to be maintained for six (6) years even if Home Health Care discontinues program		W
<u>III. Communicable Disease Records</u>			
Immunization Record	Seven (7) years, records of minors will be retained five (5) years after minor reaches 18 years of age	§19.21 WS	W
Signature of person to receive vaccine or person authorized to make request for immunization	Ten (10) years, records of minors will be retained five (5) years after minor reaches 18 years of age		W

(Health) RECORD	RETENTION	AUTHORITY	W-N-N/A
<p>Immunization administration Record</p> <p>Communicable Disease Reports (4151) – Local Copy (Original to State Epidemiologist) STD Report (4343) – Local copy (Original to State Epidemiologist)</p> <p>Communicable Disease Outbreak Records (DOH 4142 (Rev. 8/86) & is complete DOH 9081) (Original to State Epidemiologist)</p> <p>Hep. B/TB Case Records</p>	<p>Permanent</p> <p>Seven (7) years, records of minors will be retained five (5) years after minor reaches 18 years of age</p> <p>Seven (7) years, records of minors will be retained five (5) years after minor reaches 18 years of age</p> <p>Until investigation is complete Thirty (30) years beyond severance</p>	<p>National Childhood Injury Act of 1986, s. 2125 PHS Act at 42 U.S.C. §300 aa-25 (Supp. 1987)</p>	<p>W</p> <p>W</p> <p>W</p> <p>W</p>
<p><u>IV. Community Education</u></p> <p>Curriculum</p> <p>Educational Materials</p> <p>Program Materials</p> <p>Evaluation</p>	<p>Seven (7) years</p> <p>Seven (7) years</p> <p>Seven (7) years</p> <p>Seven (7) years</p>		<p>N</p> <p>N</p> <p>N</p> <p>N</p> <p>N</p>
<p><u>V. Environmental Health Records</u></p> <p>Licensed Establishments Inspection Reports</p> <p>Variance Approvals</p> <p>On-Site Waste</p> <p>Well-Septic Permits</p> <p>Water Sample Reports</p> <p>Health Hazard Investigations</p>	<p>Three (3) years</p> <p>Permanent</p> <p>Hold until system is abandoned</p> <p>Hold until system is abandoned</p> <p>Seven (7) years</p> <p>Seven (7) years</p>		<p>W</p> <p>W</p> <p>W</p> <p>W</p> <p>W</p> <p>W</p>

11 (B). HEALTH & HUMAN SERVICES RECORDS (This is a 46.23 Board) (Administration, Accounts Receivable, Business Office, Alcohol Drug Abuse Services, Economic Support/Public Assistance, Family and Children’s Services, Home Health, Long term Support, Medical Records, Mental Health Services)

RECORD	RETENTION	AUTHORITY	W-N-N/A
1. Administrative Records			
Agency Evaluations	Seven (7) years	§19.21 WS	W
Personnel Complaint file	One (1) year		W
Program policies, Procedures	Seven (7) years	§19.21 WS	W
2. Fiscal records, accounting, billings, budget			
	Ninety (90) days after approval & publications	§19.21 WS	W
Grants	Seven (7) years after disposal of property	§19.21 WS	W
Inventory or non-expendable personal property	Seven (7) years	§19.21 WS	W
Meeting Agendas/Minutes	Seven (7) years	§19.21 WS	W
Annual reports	Permanent		W
General correspondence	Seven (7) years		W
Ch. 49 case records & other materials of all public assistance kept as required	If no payments have been made for at least three (3) years & a face sheet & financial record or payments for each aid account are preserved in accordance with rules adopted by DHSS, set out below.		W

<p>b. Closed public assistance cases & denied cases: (1) Records specified in 1.a (1) above</p> <p>(2) Most recent data form, records specified in 1.a (2) above & materials relating to any lack of cooperation on the part of the recipient</p> <p>(3) Most recent data form & record specified in 1a(2) above</p>	<p>Thirty-six (36) months following the date of closing</p> <p>Six (6) years from date of closing</p> <p>Thirty-six (36) months from date of denial</p>	<p>HSS245.03 (2) (a)</p> <p>HSS245.03 (2) (b)</p> <p>HSS245.03 (2) (c)</p>	<p>W</p> <p>W</p> <p>W</p>
<p>(HHS) RECORD</p>	<p>RETENTION</p>	<p>AUTHORITY</p>	<p>W-N-N/A</p>
<p>3. Fraud referral records</p> <p>a. Unfounded</p> <p>b. Founded – referred to D.A.</p> <p>c. Founded - other</p>	<p>Three (3) years after determination; recommended microfilming essential information</p> <p>Seven (7) years after determination; recommended microfilming essential information</p> <p>Five (5) years after determination; recommended microfilming essential information</p>	<p>HSS245.03</p> <p>HSS245.03</p> <p>HSS245.03</p>	<p>W</p> <p>W</p> <p>W</p>

<u>4. Third-party recovery records</u>	One (1) year after case closure; recommend microfilming essential information		W
<u>5. JOBS participant records</u>	Retain closed JOBS participant records for a minimum of seven (7) years from the last date of JOBS eligibility		W
<u>6. Social Service Case Files</u> a. State required case documentation; initial contact sheet; notice of agency action; social services fact sheet; social services agreement; social services narrative; financial information; any other records documenting client eligibility & activity.	Three (3) years after case is closed		W
(Human Services) RECORD	RETENTION	AUTHORITY	W-N-N/A

<p>b. State required & county developed case documentation; assessment or diagnostic forms; records & narratives; social & medical histories; copies of court reports pertinent to case; release of information forms; client or service agreements; forms & documentation of eligibility or financial status.</p> <p>c. Social service records for cases opened for services; applications; referral actions not resulting in case opening; miscellaneous requests & correspondence about individual clients from consumer & other agencies that do not result in case opening.</p>	<p>Three (3) years after case is closed</p> <p>One (1) year after final action/determination</p>		<p>W</p> <p>W</p>
<p><u>7. Protective Payee records</u></p>	<p>Seven (7) years</p>		<p>W</p>
<p><u>8. Case Management files</u></p>	<p>Seven (7) years</p>		<p>W</p>
<p><u>9. Payee miscellaneous documents</u></p>	<p>Three (3) months after audit completed</p>		<p>W</p>
<p><u>10. Child-placing Agency records</u></p> <p>a. A register identifying information about children accepted for service or placement.</p> <p>b. Individual case records for each child served & his/her family.</p> <p>c. Individual foster home records for each foster home used by the agency, which included signed application & agreements.</p> <p>d. Individual records of studied adoptive applicants.</p>	<p>Permanent</p> <p>Seven (7) years after case closed</p> <p>Seven (7) years</p> <p>Seven (7) years</p>	<p>HSS 54.05(2)(a) 1</p>	<p>N/A</p> <p>W</p> <p>W</p> <p>W</p>

(Human Services) RECORD	RETENTION	AUTHORITY	W-N-N/A
e. Licensing & certification records for in-home & family day care; adult family homes, foster homes; & group foster homes for children; application or other request forms; inspection & observation check lists; correspondence; other documentation relating to licensing or certification; approved license or certificate.	Two (2) years after the license or certificate is no longer active		W
f. Licensing & certification records for above types of facilities where license or certificate was not approved.	One (1) year after final action/determination	HSS 53.07 (1)	W
g. Adoption records; county agencies providing child welfare services under §48.56 or child placing agencies licensed under §48.60 should follow the detailed procedures for adoption information search & disclosure detailed in HSS 53.	Permanent		N/A
11. Third-party recovery records	Seven (7) years		W

12. HIGHWAY RECORDS

RECORD	RETENTION	AUTHORITY	W-N-N/A
Machinery, time sheets	One (1) year after machinery is replaced		W
Permits	Permanent		N/A
State gas reports	Three (3) years		W
Accident reports (copies)	Three (3) years		W
Insurance reports (copies)	Three (3) years		W
Stock control records	Two (2) years		W
Fuel usage records	Two (2) years		W
Heavy equipment & vehicles inventory ledger	Until superseded		W
Vehicle usage reports	Two (2) years		W
Drug & Alcohol testing	Two (2) years		W

13. INFORMATION TECHNOLOGY. Stores record information electronically for departments. Record information stored electronically must be maintained pursuant to the guidelines established for the specific department records and countywide records enumerated in this chapter. Where no other departmental guidelines apply, the below guidelines take precedent.

RECORD	RETENTION	AUTHORITY	W-N-N/A
Daily back-ups	Fifteen (10) business days		N/A
Weekly backups (every Monday)	One (1) year		N/A
Annual back-ups (2x yr/ every 6 mo)	Ten (10) years		N/A
Special back-ups (end of tax processing, annual accounting/payroll)	Seven (7) years		N/A
Telephone records - System call records - System back-up records	Six (6) months Fifteen (15) days		N/A

14. LAND CONSERVATION

RECORD	RETENTION	AUTHORITY	W-N-N/A
Water Quality approval letters/landowner files	Permanent		N/A
Land information Plan	Until superseded		W
Damn Information	Until superseded		W
Waste Management Plan	Until superseded		W
Shoreline Preservation, covenants, and all supporting documentation	Permanent		W

15. LAND INFORMATION RECORDS

RECORD	RETENTION	AUTHORITY	W-N-N/A
Parcel maps for tax records	Until superseded		W
Land Information Plan	Until superseded		N
Aerial Photographs	Permanent		N

16. MAINTENANCE RECORDS

RECORD	RETENTION	AUTHORITY	W-N-N/A
Blueprints	Permanent or until building disposed of		N/A
Construction files, shop drawings	Permanent		N/A
Equipment & furnishings' inventories	Until superseded		W
Property inventory	Until superseded		W

(Maintenance) RECORD	RETENTION	AUTHORITY	W-N-N/A
Keying List/Access Cards	Permanent or until superseded		W
Material data sheets - non-toxic substances - toxic substance	Seven (7) years after product used up Thirty (3) days after product used in the workplace		W
Security files/incidents reports	Five (5) years		W

17. MEDICAL EXAMINER RECORDS

RECORD	RETENTION	AUTHORITY	W-N-N/A
Homicide or suspicious death investigation case files	Seventy-five (75) years		N
Other investigation case files	Seven (7) years unless subject to litigation & then until litigation is resolved		W

18. PAYROLL RECORDS

RECORD	RETENTION	AUTHORITY	W-N-N/A
Payroll Support Records	Two (2) years provided records have been audited		N/A
Employee's W/H Allowance Certificate IRS form W-4	Five (5) years after being superseded		N/A
Employee's WI. W/H Exemption Certificate Dept. of Revenue form WT-4	Five (5) years after being superseded		N/A
Employee enrollment and waiver cards	Two (2) years after being superseded or terminated		N/A
Employee earning records	Five (5) years		N/A
Payroll check register	Five (5) years provided record has been audited		N/A
Payroll check register	Five (5) years if record has been audited, if not 7 yrs		N/A
Payroll distribution record	Five (5) years		N/A
Payroll voucher	Five (5) years if record has been audited		N/A
Cancelled payroll checks	Five (5) years if record has been audited		N/A
Wage and Tax Statement (IRS form W-Z)	Five (5) years if record has been audited		N/A
Wage and Tax Statement (Dept. of Revenue form WT-9)	Five (5) years if record has been audited		N/A

(Payroll) RECORD	RETENTION	AUTHORITY	W-N-N/A
Report of Wisconsin Income Tax W/H (Dept. of Revenue form WT-6)	Five (5) years if record has been audited		N/A
Employer's Annual Reconciliation of WI Income Tax W/H from Wages (Dept. of Revenue form WT-7)	Five (5) years if record has been audited		N/A
Federal Deposit Tax Stubs (IRS form 501)	Five (5) years if record has been audited, if not 7 yrs		N/A
Quarterly Report of Federal Income Tax W/H (IRS form 941E)	Five (5) years if record has been audited, if not 7 yrs		N/A
Annual Report of Federal Income Tax W/H (IRS form W-3)	Five (5) years if record has been audited, if not 7 yrs		N/A
State's Quarterly Report of Wages Paid (HEW form OAR-S3)	Five (5) years if record has been audited, if not 7 yrs		N/A
Monthly Memorandum Report (ET-WR-35))	Five (5) years if record has been audited, if not 7 yrs		N/A
Quarterly Report, Payroll Summary (ET-WR-19 & 20)	Five (5) years if record has been audited, if not 7 yrs		N/A
Change in Employee Status (ET-WR-40)	Five (5) years if record has been audited, if not 7 yrs		N/A
Premium due notices	Five (5) years if record has been audited, if not 7 yrs		N/A
Unemployment Compensation Records	Three (3) years		N/A

19. REGISTER OF DEEDS

RECORD	RETENTION	AUTHORITY	W-N-N/A
Deeds	Permanent or listing of when and where recorded		N/A
Certified surveys	Permanent		N/A
Abstracts & certificates of title, title insurance policies	Permanent or as long as land is owned		N/A
Plats	Permanent		N/A
Obsolete documents pertaining to chattels, including final books of entry	Six (6) years with County Board approval		W
Assessors plats	Permanent	§70.27 WS	N/A
Cemetery Plats Cemetery Plats Court Orders	Permanent	§157.07 WS §157.07 (5) WS	N/A
Subdivision Plats, Re-plats, Court Orders	Permanent	§236.25; .36; .44 WS	N/A
Correction Instruments	Permanent	§236.295 WS	N/A
Certified Survey Maps	Permanent	§236.34 WS	N/A
Condominium Instruments	Permanent	§703.07 WS	N/A

20. SHERIFF RECORDS

RECORD	RETENTION	AUTHORITY	W-N-N/A
<u>1. Process Division</u>			
a. Attorney letters	Seven (7) years		W
b. Form 50's	Seven (7) years		W
c. Transport records	Seven (7) years		W
d. Proof of Service	Seven (7) years		W
e. Correspondence instructing civil process service	Seven (7) years		W
f. Process receipt print-outs	Seven (7) years		W
g. Process deposit receipts	Seven (7) years		W
<u>2. Detective Division</u>			
a. Ordinance violation citation	Two (2) years		W
b. Arrest records	Eight (8) years		W
c. Incident records	Ten (10) years		W
d. Evidence cards	Ten (10) years		W
<u>3. Patrol Division</u>			
a. Uniform traffic citations	One (1) year after closed, disposed or canceled		W
b. Work Schedules	Seven (7) years		W
c. Wisconsin accident reports	Eight (8) years	§59.27(8) WS	W
<u>4. Dispatch</u>			
a. Incident record	Ten (10) years		W
b. Telecommunicators' radio	One hundred-twenty (120) days		W
c. Audio tapes	One hundred-twenty (120) days		W

(Sheriff) RECORD	RETENTION	AUTHORITY	W-N-N/A
<u>5. Jail Division</u>			
a. Dockets, daily jail records	Eight (8) years	§59.27(8) WS	N
b. Cash books	Eight (8) years		W
c. Check books,	Seven (7) years		W
d. Ledger Sheets	Seven (7) years		W
e. Account work sheets	Seven (7) years		W
f. Meal books	Seven (7) years		W
g. Canteen sheets	Seven (7) years		W
h. Visit log	Seven (7) years		W
i. Menus	Seven (7) years		W
j. Jail billing	Eight (8) years	§59.27 (8) WS	N
k. Bonds receipts	Eight (8) years	§59.27 (8) WS	W
l. Daily bond	Eight (8) years	§59.27 (8) WS	W
m. <u>Inmate files:</u>			
Disciplinary forms	Eight (8) years after	§59.27 (8) WS	
Huber revocation forms	release of inmate	DOC 348.09(1)	W
Employer information forms		DOC 348.09(3)	
Employer job search			
Verification sheets			
Court Orders			
n. Daily work location forms	Eight (8) years	§59.27(8) WS	W
o. Inmate daily activity log forms	Eight (8) years	§59.27(8) WS	W
p. Exercise logs	Eight (8) years	§59.27(8) WS	W
q. Telephone logs	Eight (8) years	§59.27(8) WS	W
r. Huber rules forms	Eight (8) years	§59.27(8) WS	W
s. Jailer logs	Eight (8) years	§59.27(8) WS	W
t. Daily cell block check sheets	Eight (8) years	§59.27(8) WS	W
u. Medical records	Eight (8) years	§59.27(8) WS	W
v. Booking sheets	Permanent	DOC 348.09 (2)	N/A

21. SURVEYOR RECORDS

RECORD	RETENTION	AUTHORITY	W-N-N/A
U. S. Geological survey maps	Until next set of maps received		W
Section corner Monument Location documentation	Permanent	§59.45 WS §59.60 WS §59.63 (2b) (7) WS §60.84 (2)(3)(4)WS	N/A
Property Survey Maps	Until changed or updated	§A-E 7.05(7)	N/A
PLSS Monument Records	Until changed or updated	§A-E 7.08 (1)	N/A
Survey Field Notes	Permanent		N

22. TREASURER RECORDS

RECORD	RETENTION	AUTHORITY	W-N-N/A
General receipts & settlement receipts	Seven (7) years	§59.52 WS	W
Municipal tax rolls	Fifteen (15) years	§59.52(4) (C) WS	N
Final real property assessment roll	Fifteen (15) years except that no assessment roll containing forest crop acreage may be destroyed without prior approval of the secretary of revenue	§59.52(4) (C) WS	N
Balancing reports	Three (3) years		W
Audit letters	Three (3) years		W
Accounts payable/detail listing/check register (copies)	Three (3) years		W
Journal entries, resolutions, general receipts, treasurer's cash	Three (3) years		W
General receipts combined	Three (3) years		W
Bank reconciliation's	Seven (7) years		W
Outstanding checks	Seven (7) years		W
Check register	Seven (7) years		W
Deposit tickets	One (1) year after audit		W
Bank credit/debit notices	One (1) year after audit		W
Cash drawer reconciliation	One (1) year after audit		W
Illegal tax certificates charged back to local taxing district	Three (3) years	§59.52 (4)(a)(6) WS	W

(Treasurer) RECORD	RETENTION	AUTHORITY	W-N-N/A
Notices of application for taking of tax deeds & certification of non-occupancy, proofs of service & tax certificates files	Fifteen (15) years	§59.52 (4)(a)(7) WS	W
Tax receipts	Fifteen (15) years	§59.52 (4)(a)(14) WS	W
All other receipts of county treasurer	Seven (7) years	§59.52 (4)(a)(15) WS	W
Certified special assessment roll	After assessment collected or seven (7) years, whichever is longer		W
Statement of new special assessments	Five (5) years		W
Special assessment payment register	After assessment collected or seven (7) years, whichever is longer		W
All accounts of county & books of account	Seven (7) years		W
General ledger	Fifteen (15) years		N
Bank Statements	Four (4) years		W
Balancing reports	Four (4) years		W
Investment records	Six (6) years		W

24. VETERANS SERVICE RECORDS

RECORD	RETENTION	AUTHORITY	W-N-N/A
Regulations	Until superseded		W
News Releases	Two (2) years		W
Grave registration files (copies)	Permanent (suggested microfilm after six (6) years)		N
Veteran's benefits case files	Two (2) years after death		W
Military separation records of veterans	Permanent		N/A
Wisconsin department of Veterans Affairs bulletins	Until superseded		W

25. ZONING RECORDS

RECORD	RETENTION	AUTHORITY	W-N-N/A
Zoning Map	Permanent		N/A
Zoning committee records	Permanent		N/A
Farmland Preservation Certification	Seven (7) years		N/A
Wetland & flood plain preservation maps	Permanent		N/A
Permit applications	Permanent		N/A
Inspection reports for sanitary	Permanent		N/A
Permit records	Permanent		W
Board of Adjustment decisions & supporting documentation	Permanent		N/A
Receipt Books	Seven (7) years		W
Video Tapes	Three (3) years		W

SECTION VI. MOVEMENT OR RECORDS IN EMERGENCY

In the event of a natural or otherwise occurring disaster or emergency, the County Clerk shall have the authority to remove any essential records from their customary or designated location and store them in an alternate location whether within or outside Burnett County. The County Clerk shall give due consideration to schedules and other requirements or records maintenance contained in this ordinance.

SECTION VII. DESTRUCTION AFTER REQUEST FOR INSPECTION

No requested record may be destroyed until after the request is granted by the Wisconsin Historical Society, or sixty 60 days after the request is denied. If an action is commenced under Section 19.37 Statutes, the requested record may not be destroyed until a court order is issued and all appeals have been completed. See Section 19.35 (5) Statutes.

SECTION VIII. DESTRUCTION PENDING LITIGATION

No record subject to pending litigation shall be destroyed until the litigation has been resolved.

SECTION IX. MICROFILMING OR OPTICAL DISK STORAGE OF DEPARTMENT RECORDS

Upon Board resolution, Departments may keep and preserve public records through the use of microfilm or optical disk storage providing that the applicable standards established in Section 16.61 (1.7) and 16.61 (1.2), Stats., respectively are met. Departments should consider factors such as retention periods and estimated costs and benefits of converting records between different media in deciding which records to microfilm or store on optical disk. After verification, paper records converted to either microfilm or optical disk storage should be destroyed. The retention periods identified in this ordinance apply to records in any media.

SECTION X. SEPARABILITY CLAUSE

It is intended that all provision of this Ordinance have effect separately, and that such holding of invalidity, or unconstitutionality, of one provision of this Ordinance, shall not affect the validity of the other provisions of this Ordinance.

SECTION XI. INCLUSIVE

Public Records utilized by the Burnett County departments that have not been included in this Ordinance shall not be disposed of until the Wisconsin Historical Society has received proper notification and thereby grants permission to the County department to dispose of such record, or as outlined in Section VII, VIII, IX.

SECTION XII. EFECTIVE DATE

This ordinance shall take effect immediately upon passage and publication.

Disclaimer: the referenced authority in this ordinance is from Wisconsin Statutes and Annotations of 2001-2002. Statutes references that change will not necessarily invalidate the retention guidelines of this ordinance.

State of Wisconsin
County of Burnett

I hereby certify the foregoing Ordinance 2004-01 was enacted by the Burnett County Board of Supervisors at a legal meeting held on January 25, 2004, at which a quorum was present and acted throughout. I further certify the foregoing ordinance was published in BURNETT COUNTY SENTINEL on January 28, 2004.

Helen Steffen
Burnett County Clerk