

WAUPACA COUNTY CODE OF ORDINANCE

Chapter 14

Records Retention

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14.01 PURPOSE

The purpose of this chapter is to establish a county retention schedule and authorize destruction of county records pursuant to the schedule on an annual basis. Records custodians may destroy a record prior to the time set forth in the schedule if such record has been photographically reproduced as an original record pursuant to Sec. 16.61(7), Wis. Stats. Unless the Public Records and Forms Board fixes a shorter period, any record not covered by this chapter or any other regulation or law shall be retained 7 years.

14.02 HISTORICAL RECORDS

The Wisconsin Historical Society of Wisconsin (WHS) has waived the required statutory 60-day notice under Sec. 19.21(5)(d), Wis. Stats. for any record marked “W” (waived notice). WHS must be notified prior to destruction of a record marked “N” (non-waived). Notice is also required for any record not listed in this Chapter. “N/A” indicates not applicable and applies to any county record designated for permanent retention.

14.03 DEFINITIONS

- A. “Legal custodian” means the individual responsible for maintaining records pursuant to Sec. 19.33, Wis. Stats.
- B. “Record” has the meaning defined in Sec. 19.32(2), Wis. Stats.
- C. E-mail reports, documentation, same as record see above

14.04 RETENTION SCHEDULE

The following records are maintained by the various departments in the county and are subject to uniform regulation unless otherwise specified. The retention period and authority are listed with each record.

RECORD	RETENTION	AUTHORITY	W N N/A
A. GENERAL			
Contract, leases, agreements, notices of taking bids	7 years after the last effective day thereof	Sec. 59.715 (10), Wis. Stats.	W
Insurance Policies Claims Master Contracts	See Sec. B Permanent		N/A
Canceled Checks	7 years*	Sec. 59.715 (18), Wis. Stats.	W
Receipts	7 years*		W
Accounts Payable-Purchasing invoices/vouchers/detail listing/vendor listing	7 years*		W
Accounts receivable/receipts	7 years*		W
Receipt journals	7 years*		W
Vouchers/order register	7 years*		W
General journal	7 years*		W
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Blueprints	Until superseded by as-built tracings		N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 Sec. V		W
Warranty records	Life of product or end of warranty, whichever occurs first		W
Any record subject to litigation, claim, audit or other action	Until permission to destroy obtained from Corporation Counsel		W
Citations (copies)	2 years		W
Correspondence	3 years		W
Fleet car usage, purchase requisitions	1 year after audit		W
Purchase orders	7 years		W
Bids and proposal, successful	7 years after contract expiration		W
Bids and proposals, unsuccessful	1 year after audit		W
PUBLIC WORKS CONTRACTS			W
Notice to Contractors			
Successful bidders	7 years		
Unsuccessful bidders	2 years		
BIDDER'S PROOF OF RESPONSIBILITY			
Successful bidders	7 years		
Unsuccessful bidders	2 years		
BIDS			
Successful bidders	7 years after completion of project		
Unsuccessful bidders	2 years		
Bid Tabulations	2 years		

Performance bond	7 years after completion of project		
Contract	7 years after completion of Project		
Master Project files	20 years		
* Time reduced to 2 years if the original records are maintained in the Finance Department			
B. ADMINISTRATIVE COORDINATOR/COUNTY CLERK			
General Liability and Property Damage Claims	3 years after closure		W
C. BOARD OF ADJUSTMENT			
Decisions and supporting documents	See Sec. DD		
D. CHILD SUPPORT			
Expenditure reports & supporting documentation	3 years	45CFR 74.20 74.24	W
Statistical reports & supporting documentation	3 years	45CFR 73.20 74.25	W
Client/case records including client/attorney information	Until youngest child reaches age 21		W
Records of required client notification	3 years	45CFR 73.20 74.25	W
E. COMPUTER SERVICES			
Provides information technology services for departments and stores records information electronically for departments. Record information stored electronically must be maintained pursuant to the guidelines established for the specific departmental records and countywide records enumerated in this chapter.			
F. CORPORATION COUNSEL			
Case files/non-litigation	3 years		W
Case files/litigation	3 years after closure or when appeal time has run, whichever is longer or per SCR		W
Legal memos	7 years		W
Legal opinions	Permanent		N/A
G. COUNTY CLERK			
Records of bounty claims forwarded to DNR	1 year	Sec. 59.15 (3), Wis. Stats	W
Lists of town, City & village officers certified to county clerk	After the date of expiration of term listed	Sec. 59.715 (4), Wis. Stats.	N
Crop reports by local assessors	3 years	Sec. 59.715(5), Wis. Stats.	N
Notices of application for taking of tax deeds & certification of non-occupancy, proofs of service & tax certificates filed	15 years	Sec. 59.715(7), Wis. Stats.	W
Official bonds	6 years	Sec. 59.715(8), Wis. Stats.	W
Claims paid by county & supporting papers	7 years	Sec. 59.715(9), Wis. Stats.	W
Reports of town treasurers on dog licenses sold & records of dog licenses issued	3 years	Sec. 59.715(12), Wis. Stats.	W
Copies of receipts issued by treasurer	4 years or until audited, whichever is earlier	Sec. 59.715(14), Wis. Stats.	W

Copies of notices to town assessors setting out lands sold by the county & owned by county	3 years	Sec. 59.715(15), Wis. Stats.	W
Oaths of office	7 years	Sec. 59.715(19), Wis. Stats.	W
Marriage license applications & supporting papers	10 years	Sec. 59.715(22), Wis. Stats.	W
Original papers, resolutions, ordinances & reports appearing in county board proceedings	6 years after date of publication	Sec. 59.717(1), Wis. Stats.	N
Committee minutes	6 years after date of publication	Sec. 59.717(1), Wis. Stats.	N
Deeds	Permanent or listing of when & where recorded		N/A
Abstracts & certificates of title, title insurance policies	Permanent or as long as land owned		N/A
Canceled bonds, coupons & promissory notes	Until audited		W
Bond & coupon record book, general obligation bonds	7 years after bond issued expires or following payment of all outstanding matured bonds, notes, coupons, whichever is later		
Supervisory district plan and map	Until next apportionment	Sec. 59.03, Wis. Stats.	W
U.S. Geological Survey	Until next set of maps received		W
Report of functional jurisdiction of roads	10 years or until next report received		W
Certified mileage lists	Until next list received		W
Town plats	3 years		W
Award of damage for scenic rights	Until recorded		W
Relocation orders/maps	Retain latest revision for each project		W
Mill rates from towns	2 years		W
Journal of Proceedings	6 years after date of publication		N
Canceled voter registration cards	4 years after cancellation	Sec. 7.23(1)(c), Wis. Stats.	W
Election financial reports; election financial registration statements	6 years	Sec. 7.23(1)(d), Wis. Stats.	W
Registration & poll lists Non-partisan primary or election Partisan primary or elections	2 years 4 years	Sec. 7.23(1)(g), Wis. Stats.	W
Federal election records other than registration cards	22 months	Sec. 7.23(1)(g), Wis. Stats.	W
Detachable recording units and compartments on electronic voting machines	14 days after primary and 21 days after any other election-clear or erase after transfer to a disk or other recording medium	Sec. 7.23(1)(g), Wis. Stats.	W
Disk or other recording medium containing the above information	22 months after date of election	Sec. 7.23(1)(g), Wis. Stats.	W
Any election ballots	30 days after election	Sec. 7.23(1)(h), Wis. Stats.	W
Official election canvasses	10 years after election	Sec. 7.23(1)(i), Wis. Stats.	W
Election notices proofs of publication & correspondence	1 year after date of election unless contested, then by court order	Sec. 7.23(1)(j), Wis. Stats.	W
All other election materials & supplies	90 days after election	Sec. 7.23(1)(k), Wis. Stats.	W

H. COURTS - Circuit Court, Court Commissioner, Clerk of Court, Register in Probate			
All records maintained by the Clerk of Court, Register in Probate, Juvenile court or Juvenile Intake Office 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 countywide nature shall be retained pursuant to subs. A of this ordinance.			
Records of child in shelter care	Until child's 21 st birthday except permanent register of names of children & dates of admission & release	HSS 59.07(3)(b)	W
Juvenile Secure facility records	10 years after 18 th birthday	HSS 346.13 and SCR 72	W
I. DISTRICT ATTORNEY AND VICTIM WITNESS			
District Attorney records are governed by state record retention schedules-Reference 505/142 through 505/148 and Wisconsin State Stats. Sec. 978.07. Call the Public Records and Forms Board at 608-266-2996 or the State Prosecutors Office at 608-267-2700 for information on retention and disposition of these records.			
J. EMERGENCY MANGEMENT/GOVERNMENT			
Federal Emergency Management Agency Grants/ Homeland Security	7 years		W
State EPCRA Reporting	7 years		W
K. EMERGENCY COMMUNICATIONS CENTER			
Incident record	10 years		W
Telecommunication's Radio Log	120 days		W
Audio Tapes	120 days		W
L. FINANCE			
All accounts of county and books of account	7 years		W
General Ledger	15 years		W
Bank Statements	4 years		W
Balancing reports	4 years		W
Payroll registers, other payroll report, and social security and retirement earnings reports	10 years		W
Withholding allowance certificates, employee wage and tax statements, and other tax records	7 years		W
Time Cards, attendance, records, salary schedule	7 years		W
Insurance records	7 years		W
Garnishment records	7 years		W
Rough work papers used in payroll calculations	3 years		W
Unemployment compensation records	3 years		W
Retirement records	8 years after end of service		W
Deferred compensation payment records	8 years after end of service		W
Equipment & furnishings inventories	Until superseded		W
Property inventory	Until superseded		W
Investment records	6 years		W
Notices of tax apportionment from Secretary of State	3 years	Sec. 59.715(1), Wis. Stats.	W
Copies of notices of tax apportionment sent to local taxing districts by County Clerk	3 years	Sec. 59.715(2), Wis. Stats.	W
Illegal tax certificates charged back to	3 years after charging back	Sec. 59.715(6), Wis. Stats.	W

local tax districts			
Check register/ treasurer cash	7 years		W
Journal entries & any audits or journal entries	7 years		W
General Ledger, Trial balance	7 years		W
Budget, vendor listing, payables	3 years		W
M. HIGHWAY			
Machinery time sheets	7 years		W
Permits	Permanent		N/A
State gas reports	7 years		W
Accident Reports (copies)	7 years		W
Insurance reports (copies)	7 years		W
Labor Sheets	7 years		W
Material Sheets	7 years		W
Stock Control Records	2 years		W
Fuel usage reports	2 years		W
Heavy equipment and vehicle inventory ledger	Until superseded		W
Vehicle maintenance histories	Life of vehicle		W
Vehicle usage reports	2 years		W
N. HEALTH & HUMAN SERVICES (This is a 46.23 board)			
(Administration, Accounts Receivable, Business Office, Alcohol-Drug Abuse Services, Economic Support/Public Assistance, Family and Children's Services, Long Term Support, Medical Reports, Mental Health Services, Mental Health-CSP, Public Health, WIC, Waupaca County Industries-Workshop, Environmental health			
Open Public Assistance Case Records			Notification of SHS
Ch. 49 case records & other materials of all public assistance kept as required	If no payments have been made for at least 3 years and a face sheet and financial record of payments for each aid account are preserved in accordance with rules adopted by DHFS, set out below.	Sec. 59.715(21), Wis. Stats.	W
1) All data forms; case determination sheets worksheets; medical assistance certification sheets; sheets which document the verification of changeable items, such as income or health status; correspondence to and from applicants & recipients; and any other documents needed to support income maintenance agency decisions	Keep for most recent 6 year period	HSS 245.03 (1)(a)	W
2) Sheets which document the verification of unchangeable items, such as social security numbers, birth dates, and citizenship	As long as case is open	HSS 245.03) 1)(b)	W
3) Financial record for all payment s not on file in CRN	As long as case is open	HSS 245.03(1)(c)	W
Closed public assistance cases & denied cases:			
Records specified in (1), above	3 years after case is closing	HSS 245.03(2)(a)	W
Most recent data form, records specified in (1) and (2), above and materials relating to an lack of cooperation on the part of the recipient	6 years from date of closing	HSS 245.03(2)(b)	W

Most recent data form and records specified in (1) and (2) above	36 months years from date of denial	HSS 245.03(2)(2)	W
Social service case files [CM2]	3 years after case is closed	DHSS Memo (82-1A) N	W
State required case documentation; initial contact sheet; notice of agency action; social services face sheet; social services agreement; social services narrative; financial information; any other records documenting client eligibility and activity	3 years after case is closed		W
State required and county developed case documentation; assessment or diagnostic forms, records and narratives; social and medical histories; copies of court reports pertinent to the case; release of information forms; client progress notes; case review forms; client or service agreements; forms and documentation of eligibility or financial status	3 years after case is closed		W
Social services records for cases not opened for services; applications; referral actions not resulting in case opening; miscellaneous requests and correspondence about individual clients from consumer and other agencies which do not result in case opening	1 year after final action/determination		W
Chapter 51 treatment records	7 years after treatment unless specified below	HSS 92.12	W
	In the case of a minor, until the person becomes 19 years of age or until 7 years after treatment, whichever is longer		
	Any record undergoing federal or state audit shall be maintained until completion of the audit.		
	Records relating to legal actions shall be maintained until completion of legal action		
	Records relating to billing or HSS 1.06(3)(d) collections shall be maintained as long as the files are active. Records remain active as long as liability exists with the following exception: For inpatient mental health services, client records may be placed in inactive status when third-party sources are exhausted and it has been determined the responsible parties have a permanent inability or unlikely future ability to pay		

	Inactive client records shall be available for audit purposes and kept a minimum of 5 years with the following exception: Where liability for inpatient mental health services remains, client records shall be kept a minimum of 10 years after the last transaction is posted to the record.		
Payee records	Permanent		N/A
Case management files	7 years		W
Payee miscellaneous documents	3 months after audit completed		W
Children's Records			W
A register identifying information about children accepted for service or placement	Permanent	HSS 54.05(2)(2) 1	N/A
Individual case records for each child served and his/her family	7 years after case closed		W
Individual foster home records for each foster home used by the agency, which includes signed applications and agreements	7 years		W
Individual records of studied adoptive applicants	7 years		W
Personnel records	7 years		W
Financial reports and audits	7 years		W
Licensing and certification records for in-home and family day care; adult family homes; foster homes; and group foster homes for children; application or other request forms; inspection and observation check lists; correspondence; other documentation relating to licensing or certification; approved license or certificate	2 years after the license or certificate is no longer active		W
Licensing and certification records for above types of facilities where license or certificate was not approved	One year after final action/determination		W
Adoption records; county agencies providing child welfare services under s. 48.56 or child-placing agencies licensed under s. 48.60 Wis. Stats., should follow the detailed procedures or adoption information search and disclosure detailed in HSS 53.	Permanent	HSS 53.07(1)	N/A
Third-party recovery records	One year after case closure; recommend microfilming essential information		W
Fraud Referral Records			W
Unfounded	3 years after determination; recommend microfilming essential information		W
Founded – referred D.A.	7 years after determination; recommend microfilming essential information		W

Founded – other	5 years after determination; recommend microfilming essential information		W
Health Records			
Early Intervention Program (0-3 Children) records; evaluations, screening; plans, and therapy information.	5 years after child ends program or 8 years from date of birth. Parents can request records NOT be destroyed.		W
W.I.C.	3 full fiscal years plus 150 days	7 CFR 246.25	W
Client and/or Family Care Records			
Birth Certificate Information	Not longer than one year	Sec. 69.20(3)(c), Wis. Stats.	W
Client Record/Patient Care Record	7 years, records of minors will be retained 5 years after minor reaches 18 years of age.	Sec. 19.21, Wis. Stats.	W
Family Care Record	7 years, records of minors will be retained 5 Years after minor reaches 18 years of age.	Sec. 19.21, Wis. Stats.	W
Health Care/Well Child	7 years, records of minors will be retained five 5 years after minor reaches 18 years of age.		
Short Term Record	7 years, records of minors will be retained 5 years after minor reaches 18 years of age.	Sec. 19.21, Wis. Stats.	W
Care Coordination	7 years, records of minors will be retained 5 years after minor reaches 18 years of age.	Sec. 19.21, Wis. Stats.	W
Water Sample Reports	7 years		W
Health Hazard Investigations	7 years		W
Communicable Disease Records and Immunization Records	7 years, records of minors will be retained 5 years after minor reaches 18 years of age.	Sec. 19.21, Wis. Stats.	W
Signature of person to receive vaccine or person authorized to make request for immunization	10 years, records of minors will be retained 5 years after minor reaches 18 years of age.	National Childhood Injury Act of 1986 Wis. Stats. s. 2125 PHS Act at 42 U.S.C. Wis. Stats. s. 300aa-25 (Supp.1987)	W
Immunization Administration Record	Permanent		W
Communicable Disease Reports (4151) – Local Copy (Original to State Epidemiologist)	7 years, records of minors will be retained 5 years after minor reaches 18 years of age.		W
Communicable Disease Outbreak Records [DOH 4142 (Rev. 8/86) & is complete DOH 9081] (Original to State Epidemiologist)	Until investigation is complete		W
Hepatitis B/TB Case Records	Thirty years beyond severance		W
Environmental Health Records		Sec. 254.69(2)(6), 250.04(7), Wis. Stats.	W
Licensed Establishments Inspection Records	3 years		W
Variance Approvals	Permanent		W

Aging Records			
All financial and programmatic records supporting documents, statistical records, and other records which are required to be maintained by the terms of the grant/contract or otherwise reasonably considered as pertinent to the grant/contract are governed by federal DHSS Regulations Title 45 part 74 Subpart D.			
Records as defined above	3 years from date the Office on Aging submits to HSS the last federal expenditure report for each grant award		W
Litigation, claims, audit or other action involving records	Completion of action and resolution of all issues or the normal 3 year period, whichever is later		W
Equipment records	3 years from date of disposition, replacement or transfer. (Direction of awarding agency)		
Indirect cost rate proposals & cost allocation plans	3 years from the end of the contract covered by the plan or proposal		W
In case of litigation, claim, audit or other action involving records or records concerning non-expendable property, such records may not be disposed until authorization has been obtained by the awarding agency to dispose of records			
O. NURSING HOME – LAKEVIEW MANOR			
Resident's medical record	7 years after discharge or death	HHS 132.45(4)(f) 2	W
Master resident index	Permanent	HSS 132.45(4)(f) 3	N/A
Disease index	Permanent	HSS 132.45(4)(f) 3	N/A
Census reports	5 years	HSS 132.45(4)(f) and 132.45(4)(d)	W
Documents authorizing another person to speak or act on behalf of the resident	7 years	HSS 132.45(4)(f)	W
Personnel/employee records		See Personnel	W
Professional consultation record	7 years after discharge or death routinely maintained as part of medical chart	HSS 132.45(6)(e) and 132.45(4)(f)	W
Dietary records (all menus and therapeutic diets)	2 years	HSS 132.45(6)(a) and 132.45(4)(d)	W
Staff work and time schedules	2 years	HSS 132.45(6)(b) and 132.45(4)(d)	W
Safety tests-records of fire detection, alarm & extinguishments tests	2 years	HSS 132.45 (6)© and 132.45(4)(d)	W
In-service & orientation programs (including subject matter, instructors & attendance records)	2 years	HSS 132.45 (6)(f) and 132.45(4)(d)	W
Resident Injury and Accident Reports	6 months		
Transfer agreements	2 years	HSS 132.45(6)(g) and 132.45(4)(d)	W
Funds & property statements or residents	2 years from date of resident's discharge, transfer from facility or death	HSS 132.45(6)(h) and 132.45(4)(d)	W
All other records required by HSS 132.45	2 years	HSS 132.45(4)(f)	W
Drug control sheets	7 years	Pharmacy 7.05 Wis. Admin. Code	W

Utilization review & other committee meeting minutes	7 years		W
Gas tax refund	3 years		W
Receipts/patient cash/bank statements/documents and income records maintained by facility for residents	7 years		W
Purchase orders (copy)	3 years		W
P. LAND CONSERVATION – CONTRACTS			
Conservation Reserve Enhancement Program	15 years or perpetual		
Wildlife Damage Program	1 year for claims program, 15 years for fencing contract		
Lower Little Wolf & Tomorrow/Waupaca Watershed	10-15 years depending on length of operation and maintenance plan		
Land and Water Resource Management Plan Contracts	10-15 years individual depending on length of operation and maintenance plan		
Targeted Runoff management Grant Program Contracts	10-15 years individual depending on length of operation and maintenance plan		
Farmland Preservation Program Contracts	10-25 years dependant on length on land owner agreement		
Q. LIBRARY SYSTEM (NO RECORDS COVERED AT THIS TIME)			
R. MAINTENANCE			
Blueprints	Permanent or until building disposed of		N/A
Shop drawings	Permanent		N/A
Equipment & Machine Maintenance records	Life of equipment		W
Utility usage	5 years		W
Inventory	Until superseded		W
Receipts from County Treasurer	4 years or until audited, whichever is sooner		W
Keying list	Until superseded		W
Material data sheets	7 years after product used up	35 years OSHA	W
S. MEDICAL EXAMINER / CORONER			
Homicide or suspicious death records 9 D#2	75 years		N
All other records	7 years unless subject to litigation and then until litigation resolved		W
T. PARKS			
Master park plan	Permanent		N/A
Plats	Permanent		N/A
Aerial photographs	Permanent		N/A
Committee agendas & summaries	6 years		W
Citation & Park patrol records	2 years		W
Guidebooks and trail information	Until updated or no longer useable		W

Wisconsin Conservation Corps projects/crew information	3 years		W
Annual work plans	3 years		W
Dam information	Permanent		N/A
Equipment & vehicle registration reports	Until equipment & vehicles disposed of		W
General information	Until updated		W
Land acquisition deeds, abstracts	Permanent or until land disposed of		N/A
U. PERSONNEL			
Employee personnel/medical and training records	12 years after end of service		W
Employee Medical and Exposure records of employees exposed to toxic substances or harmful physical agents. This includes Hepatitis B /TB exposure records.	30 years beyond severance		W
Performance related documents	12 years after end of service		W
EEOC reports, harassment or sexual harassment complaints	7 years except where a claim has been filed; all personnel records relevant to a charge or action shall be retained until final disposition of the charge or the action.		W
Recruitment records made or kept, including but not limited to applications, test documents and other records pertaining to hiring, selection, promotion, demotion, transfer, layoff or termination and terms of compensation	7 years		W
Bargaining unit agreements, grievance, mediation and arbitration records	Permanent		N/A
Policies and Procedures	8 years after updated or terminated		W
Time Cards and W2's	7 years		W
Workers Compensation and Liability Claims	12 years after end of service		W
Reclassifications and classification/compensation reviews or studies	7 years		W
1 – 9 Forms	3 years, if employed three or more years; a minimum of 1 year after termination.		W
V. PLANNING (Register of Deeds, Zoning, Land & Water, Land Records & Solid Waste)			
Plats	Permanent		N/A
Assessor's Plat	Permanent		N/A
Aerial photographs	Until superseded		N
Certified Survey Maps	Permanent		N/A
Water quality approval letters	Permanent		W
Parcel Maps	Until superseded		W
Hauler licenses/applications	2 years after renewal		W
County Development Plan	Until superseded		W

Land Information Plan	Until superseded		W
Waste Management Plan	Until superseded		W
W. REAL PROPERTY LISTER			
Final real property assessment roll	15 years except that no assessment roll containing forest crop acreage may be destroyed without prior approval of the secretary of Revenue	Sec. 59.717(4), Wis. Stats.	N
Parcel maps	Until superseded		
X. REGISTER OF DEEDS (Also, see V. PLANNING)			
Obsolete documents pertaining to chattels, including final books of entry	6 years, with county board approval	Sec. 59.51(14), Wis. Stats.	W
Land Records, plats, CSM	Permanent (see V. Planning)	Sec. 59.43(1), Wis. Stats.	N/A
Marriages, deaths and births	Permanent	Sec. 69.05 & 69.07, Wis. Stats.	
Military discharges	Permanent	Sec. 45.21, Wis. Stats.	
Y. SHERIFF (Process Division, Jail Division, Detective Division, Patrol Division)			
Process Division	7 years		W
Attorney letters	7 years		W
Form 50's	7 years		W
Transport records	7 years		W
Proof of Service	7 years		W
Correspondence instructing civil process service	7 years		W
Process receipt print-outs	7 years		W
Process deposit receipts	7 years		W
Jail Division			
Dockets, daily jail records & cash books	8 years	Sec. 59.23(8), Wis. Stats.	N
Check Book	7 years		W
Ledger Sheets	7 years		W
Accounts Work Sheets	7 years		W
Meal Books	7 years		W
Canteen Sheets	7 years		W
Visit Logs	7 years		W
Menus	7 years		W
Jail Billing	8 years	Sec. 59.23(8), Wis. Stats.	W
Bond Receipts	8 years	Sec. 59.23(8), Wis. Stats.	W
Daily Bond	8 years	Sec. 59.23(8), Wis. Stats.	W
Inmate files: Disciplinary forms, Huber Revocation forms, Employer information forms, Employer job search verification sheets, Court Orders	8 years after release of inmate	Sec. 59.23(8), Wis. Stats. DOC348.09(1) DOC348.09(3)	W
Daily Work Location Forms	8 years	Sec. 59.23(8), Wis. Stats.	W
Inmate Daily Activity Log Forms	8 years	Sec. 59.23(8), Wis. Stats.	W
Exercise Logs	8 years	Sec. 59.23(8), Wis. Stats.	W
Phone Logs	8 years	Sec. 59.23(8), Wis. Stats.	W
Huber Rules Form	8 years	Sec. 59.23(8), Wis. Stats.	W
Jailer Logs	8 years	Sec. 59.23(8), Wis. Stats.	W
Daily Cell Block Check Sheets	8 years	Sec. 59.23(8), Wis. Stats.	W
Medical Records	8 years	Sec. 59.23(8), Wis. Stats.	W

Booking Sheets	Permanent	Sec. 59.23(8), Wis. Stats. DOC348.09(2)	W
Detective Division			
Ordinance Violation Citations	2 years		W
Arrest Records	8 years	Sec. 59.23(8), Wis. Stats.	W
Incident Records	10 years	Sec. 59.23(8), Wis. Stats.	W
Evidence Cards	10 years	Sec. 59.23(8), Wis. Stats.	W
Patrol Division			
Uniform Traffic Citations	1 year after closed, disposed or canceled		W
Work Schedules	7 years		W
Wisconsin Accident Reports	8 years	Sec. 59.23(8), Wis. Stats.	W
Z. SURVEYOR			
Section Corner Monument	Permanent	Sec. 59.60(a), Wis. Stats.	N/A
AA. TREASURER			
General receipts and settlement receipts	7 years	Sec. 59.715(17), Wis. Stats.	W
Municipal Tax Rolls (See also "Planning & Development")	15 years	Sec. 59.717(2), Wis. Stats.	N
Balancing reports	3 years		W
Audit letters	3 years		W
Accounts payable/detail listing/check register (copies)	3 years		W
Journal entries, resolutions, general receipts, treasurer's cash	3 years		W
General receipts combines	3 years		W
Bank reconciliations	7 years		W
Outstanding checks	7 years		W
Check register	7 years		W
Deposit tickets	1 year after audit		W
Bank credit/debit notices	1 year after audit		W
Cash drawer reconciliations	1 year after audit		W
Tax receipts	15 years	Sec. 59.715(16), Wis. Stats.	W
All other receipts of County Treasurer	7 years	Sec. 59.715(17), Wis. Stats.	W
Certified special assessment roll	After assessment collected or 7 years, whichever is longer		W
Statement of new special assessments	5 years		W
Special assessment payment register	Until all assessments collected or 7 years, whichever is longer		W
BB. UNIVERSITY EXTENSION (No records covered at this time – See General)			
CC. VETERANS SERVICE OFFICE			
Regulations	Until superseded		W
Military separation records of veterans	Permanent		N/A
News releases	6 years		W
Grave registration Files	Permanent (Suggest microfilm after 6 years)		N
Veterans' benefit case files	2 years after inactive		N
Wisconsin Department of Veterans' Affairs bulletins	Until superseded		W
DD. ZONING OFFICE			
Aerial photographs	Until superseded		N

Permit applications	Permanent		N/A
Code compliance & inspection reports	Permanent		N/A
Permit ledger	3 years		W
Board of Adjustment/Zoning decisions and supporting documentation	Permanent		N/A

14.05 DESTRUCTION AFTER REQUEST FOR INSPECTION

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

14.06 DESTRUCTION PENDING LITIGATION

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

14.07 MICROFILMING OR OPTICAL DISK STORAGE OF DEPARTMENT RECORDS

Departments may keep and preserve public records through the use of optical disk storage providing that the applicable standards established in Sec. 6.61(7) and 16.612, Wis. 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.

14.08 REVIEW AND APPROVAL BY PUBLIC RECORDS AND FORMS BOARD

This chapter has been reviewed and approved by the Wisconsin Public Records and Forms Board.

Approved by State Public Records and Forms Board November 25, 2003
Adopted by Waupaca County Board of Supervisors February 17, 2004
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