

CHAPTER 5

RECORDS MANAGEMENT

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5.01 RECORDS MANAGEMENT.

5.02 PURPOSE. The purpose of this ordinance is:

- (1) To establish a county-wide records retentions schedule and authorize destruction of county records pursuant to that schedule on an annual basis, and
- (2) To establish the public's right of access to public records pursuant to Wis. Stats. 19.34.

5.03 DEFINITIONS.

(1) Authority. "Authority" means any of the following having custody of a record: a state or local office, elective official, agency, board, commission, committee, council, department or public body corporate and politic created by the constitution or by any law, ordinance, rule or order; a governmental or quasi-governmental corporation except for the Bradley center sports and entertainment corporation; a special purpose district; any court of law; the assembly or senate; a nonprofit corporation which receives more than 50% of its funds from a county or a municipality, as defined in s. 59.001 (3), and which provides services related to public health or safety to the county or municipality; a university police department under s. 175.42; or a formally constituted subunit of any of the foregoing.

(2) Record. As defined in Sec. 19.32(2) Wis. Stats., "Record" means any material on which written, drawn, printed, spoken, visual or electromagnetic information or electronically generated or stored data is recorded or preserved, regardless of physical form or characteristics, which has been created or is being kept by an authority. "Record" includes, but is not limited to, handwritten, typed or printed pages, maps, charts, photographs, films, recordings, tapes, optical discs, and any other medium on which electronically generated or stored data is recorded or preserved. "Record" does not include drafts, notes, preliminary computations and like materials prepared for the originator's personal use or prepared by the originator in the name of a person for whom the originator is working; materials which are purely the personal property of the custodian and have no relation to his or her office; materials to which access is limited by copyright, patent or bequest; and published materials in the possession of an authority other than a public library which are available for sale, or which are available for inspection at a public library.

5.04 GENERAL. All La Crosse County records for which a specific retention period is not established in State Statutes, Federal law or regulation, shall be retained by La Crosse County for a period of not less than seven (7) years, unless another retention period is designated in this ordinance.

5.05 LEGAL CUSTODIANS. The legal custodian of records shall be those individuals designated as provided in s. 19.33, Wis. Stats.

5.06 HISTORICAL RECORDS. The State Historical Society of Wisconsin (SHSW) has waived the required statutory 60 day notice under s. 19.21(5)(d) Wis. Stats. for the records marked "Y" which designates waived notice. SHSW must be notified prior to the destruction of records marked "N" designating non-waiver. Notice is also required for any record not listed in this ordinance. "N/A" indicates not applicable and applies to all County records designated for permanent retention.

5.07 DESTRUCTION AFTER REQUEST FOR INSPECTION. No authority may destroy any record at any time after the receipt of a request for inspection or copying of the record under Section 19.35(1) Wis. Stats. until after the request is granted or until at least 60 days after the date that the request is denied or, if the requester is a committed or incarcerated person, until at least 90 days after the date that the request is denied. If an authority receives written notice that an action relating to a record has been commenced under s. 19.37, the record may not be destroyed until after the order of the court in relation to such record is issued and the deadline for appealing that order has passed, or, if appealed, until after the order of the court hearing the appeal is issued. If the court orders the production of any record and the order is not appealed, the record may not be destroyed until after the request for inspection or copying is granted.

5.08 DESTRUCTION PENDING LITIGATION OR AUDIT. No record subject to pending litigation or audit shall be destroyed until the litigation or audit has been resolved.

5.09 MICROFILMING OF DEPARTMENT RECORDS. Departments may keep and preserve public records through the use of microfilm providing that the microfilming meets the applicable standards established in Section 16.61(7) Wis. Stats. Departments should consider factors such as the retention period and estimated cost of the microfilming in deciding which records to microfilm. After verification, paper records can be destroyed if these records are to be preserved on microfilm. For microfilmed records not identified as permanent, the indicated records retention period applies.

5.10 ANTIQUATED RECORDS. Obsolete, antiquated records which have no administrative use may be destroyed upon enactment of this ordinance after notice to the State Historical Society of Wisconsin. (See 5.06)

5.11 COUNTY-WIDE RECORDS. The following records are found throughout various departments in the County and are subject to uniform regulation unless otherwise specified in another section of this ordinance:

<u>TYPE OF RECORD</u>	<u>NOTICE RETENTION</u>	<u>WAIVED</u>	<u>AUTHORITY</u>
(1) Contracts, leases, agreements	7 years	Y	s. 59.52(4)(a)10
(2) Cancelled checks	*7 years	Y	s. 59.52(4)(a)16
(3) Receipts	*7 years	Y	Ord. Ch. 5
(4) Accounts payable – purchasing Invoices, vouchers, detailed listings, vendor listings	*7 years	Y	Ord. Ch. 5
(5) Accounts receivable, received	*7 years	Y	Ord. Ch. 5
(6) Receipt journal	*7 years	Y	Ord. Ch. 5
(7) Vouchers, order register	*7 years	Y	Ord. Ch. 5

*Time reduced to 2 years if another department has been officially designated as the custodian of the same record.

RECORDS MANAGEMENT 5.11(8)

<u>TYPE OF RECORD</u>	<u>NOTICE RETENTION</u>	<u>WAIVED</u>	<u>AUTHORITY</u>
(8) Construction plans for County Buildings	Life of structure	N	Ord. Ch. 5
(9) Blueprints, as built tracings	Life of product	N	Ord. Ch. 5
(10) Warranty records	Life of project or end of warranty, whichever occurs first	Y	Ord. Ch. 5
(11) Equipment and furnishings inventories	Until superseded	Y	Ord. Ch. 5
(12) Invitation to Bid/Request for Proposal	7 years after completion of work	Y	s. 59.52(4)(a)10
(13) Bidder's (goods and services) proof of responsibility:			
(a) Successful bidders	7 years after contract expir.	Y	s. 59.52(4)(a)10
(b) Unsuccessful bidders	1 year after audit	Y	s. 59.52(4)(a)10
(14) Bids:			
(a) Successful bidders	7 years after contract expir.	Y	s. 59.52(4)(a)10
(b) Unsuccessful bidders	1 year after audit	Y	s. 59.52(4)(a)10
(15) Performance bond	7 years after Contract expir. And/or completion of project	Y	s. 59.52(4)(a)10
(16) Capital projects, master files	Design life of Project	Y	Ord. Ch. 5

5.12 CHILD SUPPORT.

(1) Expenditure reports and supporting documentation	3 years	Y	Ord. Ch. 5
(2) Statistical reports and supporting Documentation	3 years	Y	Ord. Ch. 5
(3) Closed IV-D case records	3 years	Y	45 CFR 303.11
(4) Legal files	6 years	Y	Ch. 948.22
(5) Payment Records	30 years after Judgment or entry of final order; After 30 years, 7 years after final payment or termination of order	Y	SCR 72.01 (14)

RECORDS MANAGEMENT 5.13

5.13 CLERK OF COURTS, PROBATE COURT, FAMILY COURT AND JUVENILE COURT.

<u>TYPE OF RECORD</u>	<u>NOTICE RETENTION</u>	<u>WAIVED</u>	<u>AUTHORITY</u>
(1) Criminal case exhibits	1 year after time for appeal has expired	Y	SCR 72
(2) Non-criminal case exhibits	1 year	Y	SCR 72
(3) Register of officials	2 years	N	SCR 72
(4) Juror questionnaires	3 years	Y	SCR 72
(5) Jury array	3 years	Y	SCR 72
(6) Records of jurors	3 years	Y	SCR 72
(7) Misdemeanor traffic court: records, minute records	5 years	Y	SCR 72
(8) Conservation forfeitures	6 years	Y	SCR 72
(9) Misdemeanor traffic files	6 years	Y	SCR 72
(10) Ordinance violation cases	6 years	Y	SCR 72
(11) Traffic forfeitures	6 years	Y	SCR 72
(12) Bank transactions	7 years	Y	SCR 72
(13) Certificates of payment	7 years	Y	SCR 72
(14) Guardianship case files, court records, minute records	7 years	N	SCR 72
(15) Jury payrolls	7 years	Y	SCR 72
(16) Oaths of office	7 years	Y	SCR 72
(17) Receipts	7 years	Y	SCR 72
(18) Court report notes	10 years	Y	SCR 72
(19) Juvenile CHIPS case files	10 years	Y	SCR 72
(20) Juvenile delinquency case files, court records, minute records	10 years	N	SCR 72
(21) Secured juvenile facility records	10 years after 18th birthday	Y	SCR 72

RECORDS MANAGEMENT 5.13(22)

<u>TYPE OF RECORD</u>	<u>NOTICE RETENTION</u>	<u>WAIVED</u>	<u>AUTHORITY</u>
(22) Mental health case files, court records, minute records	10 years	N	SCR 72
(23) Civil case files, court records, minute records	20 years	N	SCR 72
(24) Discontinued court records	20 years	N	SCR 72
(25) Delinquent income tax warrants/ docket	20 years	Y	SCR 72
(26) Judgment dockets	20 years	Y	SCR 72
(27) Minister credentials	20 years	N	SCR 72
(28) Misdemeanor case files, court records, minute records	20 years	Y	SCR 72
(29) Small claims case files, court records, minute records	20 years	Y	SCR 72
(30) Unemployment compensation warrants/ dockets	20 years	Y	SCR 72
(31) Family case files, court records, minute records	50 years	N	SCR 72
(32) Family maintenance and support Records	50 years	Y	SCR 72
(33) Felony case files, court records, minute records (Class B-E)	50 years	N	SCR 72
(34) Records of John Doe proceedings (Class B-E)	50 years	Y	SCR 72
(35) Records of Grand Jury proceedings (Class B-E)	50 years	N	SCR 72
(36) Felony case files, court records, minute records (Class A)	75 years	N	SCR 72
(37) Sexually Violent Person Records	75 years	N	SCR 72
(38) Estate case files	75 years	N	SCR 72
(39) Probate Court records, minute records	75 years	N	SCR 72
(40) Records of Grand Jury proceedings (Class A)	75 years	N	SCR 72

RECORDS MANAGEMENT 5.13(41)

<u>TYPE OF RECORD</u>	<u>NOTICE RETENTION</u>	<u>WAIVED</u>	<u>AUTHORITY</u>
(41) Records of John Doe proceedings (Class A)	75 years	Y	SCR 72
(42) Search warrants	75 years	N	SCR 72
(43) Registry of wills	100 years	N	SCR 72
(44) Wills deposited for safekeeping	100 years	N	SCR 72
(45) Wills not admitted to Probate	100 years	N	SCR 72
(46) Adoption and TPR case files	Permanent	N/A	SCR 72
(47) Naturalization records	Permanent Records prior to 6-29-06 may be retired to State Hist. Society	N/A	SCR 72
(48) Court records in book form	Variable	N	SCR 72
(49) Lien claims	Variable	Y	SCR 72
(50) Notary public appointments	Variable	Y	SCR 72
(51) Trust account ledgers	Variable	Y	SCR 72
(52) Information and indictment records	None required	N	SCR 72
(53) Judgment and order records	None required	N	SCR 72
5.14 CORPORATION COUNSEL.			
(1) Case files/non-litigation	3 years	Y	Ord. Ch. 5
(2) Case files/litigation	3 years after closure of when appeal time has run, whichever is longer; or per SCR	Y	Ord. Ch. 5
(3) Legal memos	7 years	Y	Ord. Ch. 5
(4) Legal opinions	Permanent	N/A	Ord. Ch. 5
(5) Claims	7 Years	Y	s.59.52(4)(a)9
5.15 COUNTY CLERK.			
(1) List of town, city and village officers certified to County Clerk	After date expiration of term listed	Y	s. 59.52(4)(a)4

RECORDS MANAGEMENT 5.15(2)

<u>TYPE OF RECORD</u>	<u>NOTICE RETENTION</u>	<u>WAIVED</u>	<u>AUTHORITY</u>
(2) Reports on town treasurers on dog licenses sold and records of dog licenses issued	3 years	Y	s. 59.52(4)(a)11
(3) Oaths of office	7 years	Y	s. 59.52(4)(a)17
(4) Marriage license applications and supporting papers	10 years	Y	s.59.52(4)(a)19
(5) Original papers, resolutions and reports concerning County Board and County Board committee minutes	6 years after date of publication	N	s. 59.52(4)(c)1
(6) County Board tapes	Organizational meeting even year to the end of term of office in the even numbered years	y	Ord. Ch. 5
(7) Journal of proceedings	6 years after date of publication	N	s. 59.52(4)(c)1
(8) Apportionment maps	Until next apportionment	Y	s. 59.03
(9) Certified mileage lists	Until next lists received	Y	Ord. Ch. 5
(10) Campaign financial registration statements	6 years after termination by the registrant	Y	s. 7.23(1)(d)
(11) Campaign financial reports	6 years after the date of receipt	Y	s. 7.23(1)(d)
(12) Poll lists for any election	22 months after election	Y	s. 7.23(1)(e)
(13) Registration forms – electors changed to ineligible	4 years after change	Y	s. 7.23(1)(c)
(14) Federal elections records other than registration cards	22 months	Y	s. 7.23(1)(f)
(15) Detachable recording units on electronic voting equipment	14 days for primary & 21 days after any election; clear or erase after transfer to a disk or other recording medium which is kept 22 months after date of election	Y	s. 7.23(1)(g)
(16) Ballots	30 days after Election-22 months if federal election	Y	s. 7.23(1)(h)
(17) Official canvasses	10 years after election	Y	s. 7.23(1)(i)

RECORDS MANAGEMENT 5.15(18)

<u>TYPE OF RECORD</u>	<u>NOTICE RETENTION</u>	<u>WAIVED</u>	<u>AUTHORITY</u>
(18) Election notices and proofs of publication and correspondence	1 year after date of election, 22 months if federal election, unless contested, then by court order	Y	s. 7.23(1)(j)
(19) All other election materials and supplies	30 days after election	Y	s. 7.23(1)(k)
(20) Records transferred by registrants who submit dissolution reports	3 years after last election in which the registrant participated	Y	s. 10.74(8)(e)
(21) Department of Natural Resources fish and game Licenses	Current year plus past 2 years	Y	s. 29
(22) Claims against County	7 years	Y	Ord. Ch. 5
(23) Miscellaneous Notices (Timber cut, DNR)	7 years	Y	Ord. Ch. 5
(24) Parade Permits	7 years	Y	Ord. Ch. 5

5.16 EMERGENCY SERVICES AND MANAGEMENT.

(1) Contracts, lease, joint powers agreements	7 years	Y	s. 59.52(4)(a)10
(2) Revenue receipts	7 years	Y	Ord. Ch. 5
(3) Accounts payable, purchasing invoices/vouchers	2 years	Y	Ord. Ch. 5
(4) Warranty records	Life of product	Y	Ord. Ch. 5
(5) Work schedules	7 years	Y	Ord. Ch. 5
(6) Annual reports	Indefinite	Y	Ord. Ch. 5
(7) Governing Board, EMS & Law Enforcement meeting minutes	Indefinite	Y	Ord. Ch. 5
(8) Payroll records (time sheets, leave and overtime records)	7 years	Y	Ord. Ch. 5
(9) Personnel files (training, disciplinary, personnel action forms, etc)	10 years after end of service	Y	Ord. Ch. 5
(10) Shift, holiday, and vacation sign ups	5 years	Y	Ord. Ch. 5

RECORDS MANAGEMENT 5.16(11)

<u>TYPE OF RECORD</u>	<u>NOTICE RETENTION</u>	<u>WAIVED</u>	<u>AUTHORITY</u>
(11) Employee clothing allowance inventories	2 years after end of service	Y	Ord. Ch. 5
(12) General correspondence	2 years	Y	Ord. Ch. 5
(13) Recording and Open Record requests	7 years	Y	Ord. Ch. 5
(14) Bond sheets; no contacts; restraining orders; missing persons; pick-up orders; warrants; stolen articles, guns, vehicles, boats, etc.	Until expired, cancelled or purged	Y	Ord. Ch. 5
(15) County law enforcement logs	10 years	Y	Ord. Ch. 5
(16) Fire and First responder logs	10 year	Y	Ord. Ch. 5
(17) Authorization forms for Criminal history checks	1 year	Y	Ord. Ch. 5
(18) Warrant validation letters (CIB)	1 year	Y	Ord. Ch. 5
(19) Municipal/Circuit Court verifications	1 year	Y	Ord. Ch. 5
(20) Audio recordings of telephone and radio transmissions	120 days	Y	Ord. Ch. 5
(21) Complaints	7 years	Y	Ord. Ch. 5
(22) Federal Emergency Management Agency (FEMA) grants and related documents	10 years	Y	Ord. Ch. 5
(23) State Superfund Amendments and Reauthorization Act (SARA Title III Grants and related documents	10 years	Y	Ord. Ch. 5
(24) Emergency Response Plans	Until superseded	Y	Ord. Ch. 5
(25) Hazardous Materials Response Team – claims receiving reimbursement	5 years plus division to be given 60 days' notice before records may be destroyed	Y	Ord. Ch. 5
(26) Disaster related records	Permanent	Y	Ord. Ch. 5
(27) Emergency Operations Plans	Until superseded	Y	Ord. Ch. 5

5.17 FINANCE.

<u>TYPE OF RECORD</u>	<u>NOTICE RETENTION</u>	<u>WAIVED</u>	<u>AUTHORITY</u>
(1) Receipts	7 years	Y	Ord. Ch. 5
(2) Accounts payable – purchasing invoices, vouchers, detailed listings, vendor listings	7 years	Y	Ord. Ch. 5
(3) Accounts receivable	7 years	Y	Ord. Ch. 5
(4) Receipts, receipt journal	7 years	Y	Ord. Ch. 5
(5) Vouchers, order register	7 years	Y	Ord. Ch. 5
(6) Cancelled bonds, coupons and promissory notes	7 years after payoff	Y	Ord. Ch. 5
(7) Journal entries	7 years	Y	Ord. Ch. 5
(8) Check register	7 years	Y	Ord. Ch. 5
(9) All accounts of County and books of accounts	7 years	Y	Ord. Ch. 5
(10) General ledger, year-to-date	7 years	Y	Ord. Ch. 5
(11) External audits and audit management letters	Indefinitely	Y	Ord. Ch. 5
(12) Budget	7 years	Y	Ord. Ch. 5
(13) Employee travel expense sheets and reports	7 years	Y	Ord. Ch. 5
(14) Equipment and furnishings inventories	Until superseded	Y	Ord. Ch. 5
(15) Purchase orders	7 years	Y	Ord. Ch. 5
(16) Bids and proposals, successful	7 years after contract exp.	Y	s. 59.52(4)(a)10
(17) Bids and proposals, unsuccessful	1 year after audit	Y	Ord. Ch. 5
(18) Property inventory	Until superseded	Y	Ord. Ch. 5
(19) Insurance applications, policies, correspondence, payment receipts, statements, and work sheets	7 years	Y	Ord. Ch. 5

RECORDS MANAGEMENT 5.17(20)

	<u>TYPE OF RECORD</u>	<u>NOTICE RETENTION</u>	<u>WAIVED</u>	<u>AUTHORITY</u>
(20)	Hard copy of quarterly and annual wage reports submitted to Wis. Retirement reporting employee wages	7 years	Y	Ord. Ch. 5
(21)	Payroll register	7 years	Y	Ord. Ch. 5
(22)	Employee payroll forms (salary, job changes, and new hire)	7 years	Y	Ord. Ch. 5
(23)	Related to payroll deductions (garnishments, insurance deductions, United Way deductions, etc.)	7 years	Y	Ord. Ch. 5
(24)	W-4 forms	7 years	Y	Ord. Ch. 5
(25)	Time documents	7 years	Y	Ord. Ch. 5
(26)	Time sheet proofs	2 years	Y	Ord. Ch. 5
(27)	Payroll edit reports	1 year	Y	Ord. Ch. 5
(28)	Federal tax deposit work Sheets	7 years	Y	Ord. Ch. 5
(29)	Federal tax receipts	7 years	Y	Ord. Ch. 5
(30)	Federal tax vouchers	7 years	Y	Ord. Ch. 5
(31)	State tax deposit work sheets	7 years	Y	Ord. Ch. 5
(32)	State tax receipts	7 years	Y	Ord. Ch. 5
(33)	State tax vouchers	7 years	Y	Ord. Ch. 5
(34)	941 reports – quarterly, yearly (used to report to IRS taxable wage withholding on quarterly basis)	7 years	Y	Ord. Ch. 5
(35)	Payroll work sheets (used to prepare tax deposits and used by auditors)	7 years	Y	Ord. Ch. 5
(36)	FICA reports – cycle and quarterly (shows FICA wages)	7 years	Y	Ord. Ch. 5
(37)	Tax liability reports (used to determine deposits amount for withholding)	7 years	Y	Ord. Ch. 5

RECORDS MANAGEMENT 5.17(38)

	<u>TYPE OF RECORD</u>	<u>NOTICE RETENTION</u>	<u>WAIVED</u>	<u>AUTHORITY</u>
(38)	End of year reports (reconciliation)	7 years	Y	Ord. Ch. 5
(39)	W-2's	7 years	Y	Ord. Ch. 5
(40)	W-2 correspondence	7 years	Y	Ord. Ch. 5
(41)	W-2 returns (undeliverable employee copy)	7 years	Y	Ord. Ch. 5
(42)	Tax apportionment sheets sent to local taxing districts	3 years	Y	s.59.52(4)(a)2

5.18 HEALTH.

Administrative Records

(1)	Mission statement, philosophy, purpose	7 years	Y	s.19.21
(2)	Agency goals, objectives, short and long term strategic plans	7 years	Y	s.19.21
(3)	Agency program evaluation	7 years	Y	s.19.21
(4)	Job descriptions, other Personnel records	7 years	Y	s.19.21
(5)	Incident reports	Length of employment plus 30 years if occupational exposure; otherwise 7 years	Y	s.19.21
(6)	Inventories: facility, equipment, supplies	7 years	Y	s.19.21
(7)	Program policies, procedures	7 years	Y	s.19.21
(8)	Daily activity report	7 years	Y	s.19.21
(9)	Billing records	7 years	Y	s.19.21
(10)	Taped meeting minutes	90 days after approval & publication	Y	s.19.21
(11)	Grants, contracts	4 years after denial of grant; 7 years for contracts	Y	s.19.21
(12)	Inventory on non-expandable personal property	3 years after disposal of property	Y	s.19.21
(13)	Meeting agendas, minutes	7 years	Y	Ord. Ch. 5

RECORDS MANAGEMENT 5.18(14)

<u>TYPE OF RECORD</u>	<u>NOTICE RETENTION</u>	<u>WAIVED</u>	<u>AUTHORITY</u>
(14) Annual reports	Permanent	N/A	Ord. Ch. 5
Nutrition			
(15) General correspondence	2 years	Y	Ord. Ch. 5
(16) W.I.C. (fiscal and client)	7 years	Y	s.19.21
(17) Public health nutrition	7 years	Y	s.19.21
Client/Family Care Records			
(18) Birth certificate information	1 year	Y	s.19.21
(19) Client record/patient care record	7 years	Y	s.19.21
(20) Family care record	7 years	Y	s.19.21
(21) Health check/well child	7 years	Y	s.19.21
(22) Care coordination records	7 years	Y	s.19.21
Communicable Disease Records			
(23) Immunization record	Permanent	N/A	Ord. Ch. 5
(24) Communicable Disease Outbreak Records (4142)	Until investigation is complete	Y	s.19.21
(25) Communicable disease reports (4151) local copy and original to State Epidemiologist	7 years. If minor, 7 years after minor attains 19 years of age.	Y	s.19.21 DHS 92.12
(26) STD report (4343) local copy and original to State Epidemiologist	7 years. If minor, 7 years after minor attains 19 years of age.	Y	s.19.21 DHS 92.12
Community Education			
(27) Curriculum	7 years	Y	s. 19.21
(28) Educational materials	7 years	Y	s. 19.21
(29) Evaluation	7 years	Y	s.19.21
(30) Program materials	7 years	Y	s.19.21
School Health Records			
(31) Patient health care records	7 years	Y	s. 19.21 s.118.12(s)
Environmental Health Records			
(32) Licensed establishments	3 years	Y	DHS 192.08 ATCP 75.10

RECORDS MANAGEMENT 5.18(33)

<u>TYPE OF RECORD</u>	<u>NOTICE RETENTION</u>	<u>WAIVED</u>	<u>AUTHORITY</u>
(33) POWTS	Upon abandonment	Y	ILHR Ch. 52 SPS 383.21(9)
(34) Complaints	7 years	Y	DHS 192.08
(35) DATCP Food Samples	3 years	Y	ATCP 75.10
(36) Private wells	Upon abandonment	Y	DHS 38.17
(37) Public wells (municipal)	Upon abandonment	Y	Ord. Ch. 5
(38) Wells DNR Transient Non-Community	7 years	Y	Ord. Ch. 5
(39) Lab Sample Records	7 years	Y	NR 149.39
(40) Lab Quality Control Records	7 years	Y	NR 149.39
(41) Lab Quality Control Drug	7 years	Y	42 CFR s. 493.1105
(42) Material Safety Data Sheets	Permanent	Y	29 CFR 1910.1020
(43) Clinical Records Lab	3 years	Y	42 CFR s. 493.1105
(44) Landfill reports	10 years	Y	Ord. Ch. 5
(45) All other testing	10 years	Y	Ord. Ch. 5
(46) Animal bites	5 years	Y	Ord. Ch. 5
(47) County code enforcement	5 year	Y	Ord. Ch. 5
(48) Humane criminal investigation	Permanent	N/A	s. 951
5.19 HIGHWAY			
(1) Original time cards and time sheets	3 years	Y	Ord. Ch. 5
(2) Warranty deeds – road plans	Permanent	N/A	Ord. Ch. 5
(3) Paid claims with attached invoices, purchase orders, etc.	7 years	Y	Ord. Ch. 5
(4) Permits – driveway, utility	2 years	Y	Ord. Ch. 5
(5) Stock control records	2 years	Y	Ord. Ch. 5

RECORDS MANAGEMENT 5.19(6)

<u>TYPE OF RECORD</u>	<u>NOTICE RETENTION</u>	<u>WAIVED</u>	<u>AUTHORITY</u>
(6) Equipment use, maintenance	Life of unit	Y	Ord. Ch. 5
(7) Accident reports, insurance	3 years	Y	Ord. Ch. 5
(8) Federal aid project files	10 years	Y	Ord. Ch. 5
(9) Accounts receivable	Until paid or superseded	Y	Ord. Ch. 5
(10) Fuel usage reports	2 years	Y	Ord. Ch. 5
5.20 HILLVIEW HEALTH CARE CENTER.			
(1) Original medical record	5 years after discharge or death	Y	DHS 132.45 (4)
(2) Master resident indexes	Permanent	N/A	DHS 132.45 (4)
(3) Disease index	Permanent	N/A	DHS 132.45 (4)
(4) Census reports	5 years	Y	DHS 132.45 (4)+(6)
(5) Documents authorizing another person to speak or act on behalf of the resident	5 years	Y	DHS 143.45 (4)+(6)
(6) Personnel/employee records	5 years after separation	Y	Ord. Ch. 5
(7) Professional consultation records if not routinely maintained as part of medical chart	2 years after discharge or death	Y	DHS 132.45 (4)+(6)
(8) Dietary records (all menus and therapeutic diets)	2 years	Y	DHS 132.45 (4)+(6)
(9) Staff work and time schedules	2 years	Y	DHS 132.45 (4)+(6)
(10) Safety tests/records of fire detection, alarm and extinguishment test	2 years	Y	DHS 132.45 (4)+(6)
(11) In-service and orientation programs (including subject matter, instructors and attendance records)	2 years	Y	DHS 132.45 (4)+(6)
(12) Transfer agreements	2 years	Y	DHS 132.45 (4)+(6)

RECORDS MANAGEMENT 5.20(13)

<u>TYPE OF RECORD</u>	<u>NOTICE RETENTION</u>	<u>WAIVED</u>	<u>AUTHORITY</u>
(13) Funds and property statements of residents	2 years from date of residents' discharge, transfer from facility or death	Y	DHS 132.45 (4)+(6)
(14) All other records required by HSS 132.45	2 years	Y	DHS 132.45 (4)
(15) Drug control sheets	5 years	Y	WI Adm. Code Pharm. 7.05
(16) Receipts, patient cash, bank statements, documents & income records maintained by facility for residents	7 years	Y	Ord. Ch. 5
(17) Purchase order copies (Ord. 134019-1990, Ord. 132-100 Sec. 3-5-1989, Ord. 132-62 Sec. 1-1988)	3 years	Y	Ord. Ch. 5

5.21 HUMAN SERVICES.

(1) Original fiscal records	7 years	Y	Ord. Ch. 5
(2) Fiscal – billing	90 days after approval and publication	Y	Ord. Ch. 5
(3) Child welfare records (Includes any welfare records from Family and Children's Section)	7 years after child reaches age of 18	Y	s. 48.59
(4) Open public assistance case records:			
(a) All data forms, case determination sheets, work sheets, assistance certification sheets, sheets which document the verification of changeable items, such as income or health status, correspondence to and from applicants and recipients, and any other documents needed to support income maintenance agency decisions	To cover most recent 6 year period	Y	Ord. Ch. 5
(b) Sheets which document the verification of unchangeable items, such as social security numbers, birth dates, and citizenship	As long as case is open	Y	Ord. Ch. 5
(c) Financial record for all payments not on file in CRN	As long as case is open	Y	Ord. Ch. 5

RECORDS MANAGEMENT 5.21(5)

<u>TYPE OF RECORD</u>	<u>NOTICE RETENTION</u>	<u>WAIVED</u>	<u>AUTHORITY</u>
(5) Closed public assistance cases, denied cases:			
(a) Records specified in DHS or DCF	36 months following date of closing	N	s.59.52(4)(a)18
(b) Most recent data, records specified in DHS and materials relating to any lack of cooperation on the part of a recipient	3 years from date of closing	N	s.59.52(4)(a)18
(c) Most recent data from & records specified in DHS	36 months from date of denial	N	s.59.52(4)(a)18
(6) Social Service case files:			
(a) State required case documents, initial contact sheet, notice of agency action, Social Services agreement, Social Services narrative, financial information, any other records documenting client eligibility and activity	3.5 years after case is closed	N	HHS Memo (92-12) MA Waivers pp. 7-8 (1-91)
(b) State required & 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 documentation of eligibility or financial status	3.5 years after case is closed	Y	HSS (92-12) MA Waivers pp. 7-8 (1-91)
(c) 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 determination	Y	HSS Memo (92-12)
(7) 51.437 treatment records	7 years after no longer active; if minor, then until 19 yrs of age or 7 yrs after treatment completed, whichever is longer	Y	DHS 92.12(1) & (2)
(a) Undergoing federal or state audit	Until completion of audit	Y	DHS 92.12(3)

RECORDS MANAGEMENT 5.21(7)(B)

<u>TYPE OF RECORD</u>	<u>NOTICE RETENTION</u>	<u>WAIVED</u>	<u>AUTHORITY</u>
(b) Relating to legal actions	Until completion of legal action	Y	DHS 92.12(4)
(8) Client collection files:			
(a) Active client records	Active as long as liability exists	Y	DHS 1.06 (3)(d)
(b) Inactive client records	5 yrs except where liability for in-patient mental health services remains, then 10 yrs after last trans-action posted to the record	Y	DHS 1.06 (3)(d)
(9) Payee records	7 years	N/A	Ord. Ch. 5
(10) Payee miscellaneous files	3 months after audit completed	Y	Ord. Ch. 5
(11) Case management files	7 years	Y	Ord. Ch. 5
(12) Licensing and certification records for in-home and family daycare, 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 facility closed, 4 years where a license is revoked, 1 year when application is made but not approved	Y	Ord. Ch. 5 HSS Memo (92-12)
(13) Third-party recovery records	7 years	Y	Ord. Ch. 5
(14) Elderly Services. 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. Case files covered under 5.19(5).			
(a) Records as defined above	3 years from date the Office on Aging submits to HSS the last federal expenditure report for each grant awarded	Y	Ord. Ch. 5

RECORDS MANAGEMENT 5.21(14)(b)

<u>TYPE OF RECORD</u>	<u>NOTICE RETENTION</u>	<u>WAIVED</u>	<u>AUTHORITY</u>
(b) Litigation, claims, audit or other action involving records	Completion of action & resolution of all issues or the regular 3 year period, whichever is later	Y	Ord. Ch. 5
(c) Equipment record	3 years from date of disposition or replacement or transfer. (Direction of awarding agency)	Y	Ord. Ch. 5
(d) Indirect cost rate proposals and cost allocation plans	3 years from the end of the contract covered by the plan or proposal	Y	Ord. Ch. 5
(e) Non-expendable property acquired with Title III or other federal or state funds	At least 3 years after final sale or disposition	Y	Ord. Ch. 5
(f) In case of litigation, claim, or other action involving records concerning non-expendable property, such records may not be disposed until authorization has been obtained by the awarding agency to dispose of records.	Until completion	Y	Ord. Ch. 5

5.22 LAKEVIEW HEALTH CENTER.

(1) Health histories and treatment records	3 years	Y	DHS 132.45 (4)
(2) Daily inventory sheets	3 years and after audit	Y	Ord. Ch. 5
(3) Receipt book (Ord. 132-100 Sec. 2-1989, Ord. 132-62, Sec.s-1988)	3 years	Y	Ord. Ch. 5
(4) Original medical record	5 years after discharge or death	Y	DHS 132.45 (4)
(5) Master resident indexes	Permanent	N/A	DHS 132.45 (4)
(6) Disease index	Permanent	N/A	DHS 132.45 (4)

RECORDS MANAGEMENT 5.22(7)

<u>TYPE OF RECORD</u>	<u>NOTICE RETENTION</u>	<u>WAIVED</u>	<u>AUTHORITY</u>
(7) Patient accident reports	5 years	Y	DHS 132.45 (4)(5)
(8) Census reports	5 years	Y	DHS 132.45 (4)
(9) Documents authorizing another person to speak or act on behalf of the resident	5 years	Y	DHS 132.45 (4)
(10) Personnel/employee records	5 years after separation	Y	Ord. Ch. 5
(11) Professional consultation records if not routinely maintained as part of medical chart	5 years after discharge or death	Y	DHS 132.45 (4)+(6)
(12) Dietary records (all menus and therapeutic diets)	2 years	Y	DHS 132.45 (4)+(6)
(13) Staff work and time schedules	2 years	Y	DHS 132.45 (4)+(6)
(14) Safety tests/records of fire detection, alarm and extinguishment tests	2 years	Y	DHS 132.45 (4)+(6)
(15) Inservice and orientation programs (including subject matter, instructors and attendance records)	2 years	Y	DHS 132.45 (4)+(6)
(16) Transfer agreements	2 years	Y	DHS 132.45 (4)+(6)
(17) Funds and property statements of residents	2 years from date of residents' discharge, transfer from facility or death	Y	DHS 132.45 (4)+(6)
(18) All other records required by HSS 132.45	2 years	Y	DHS 132.45 (4)
(19) Drug control sheets	5 years	Y	WI Adm. Code Pharm. 7.05
(20) Gas tax refund	3 years	Y	Ord. Ch. 5
(21) Receipts, patient cash, bank statements, documents & income records maintained by facility for residents	2 years	Y	Ord. Ch. 5

RECORDS MANAGEMENT 5.22(22)

<u>TYPE OF RECORD</u>	<u>NOTICE RETENTION</u>	<u>WAIVED</u>	<u>AUTHORITY</u>
(22) Purchase order copies (Ord. 134019-1990, Ord. 132-100, Sec.3-5-1989, Ord. 132.62 Sec. 1-1988)	3 years	Y	Ord. Ch. 5

5.23 LAND CONSERVATION.

(1) Plat reviews	Permanent	N/A	Ord. Ch. 5
(2) Erosion control permits	2 years min.	Y	Ord. Ch. 5
(3) Inspection reports & Noncompliance	Permanent	Y	Ord. Ch. 5
(4) Certificates of Compliance for FPP	Permanent	Y	Ord. Ch. 5
(5) Gills Coulee Creek Watershed Contracts	15 years past installation date	Y	Ord. Ch. 5
(6) Landowner conservation plans	Permanent	N/A	Ord. Ch. 5
(7) Animal Waste Permits	15 years	N/A	Ord. Ch. 5
(8) Memos of understanding with various agencies	Until updated or cancelled	Y	Ord. Ch. 5
(9) Engineering plans for conservation practices	15 years	Y	Ord. Ch. 5
(10) Timber sale contracts	Permanent	N/A	Ord. Ch. 5
(11) Stormwater Management Permits	Permanent	N/A	Ord. Ch. 5
(12) TRM Contracts	15 years	N/A	Ord. Ch. 5
(13) SWRM Contracts	15 years	N/A	Ord. Ch. 5
(14) Nonmetallic Mining Permits	Permanent	N/A	Ord. Ch. 5

5.24 MEDIATION AND FAMILY COURT SERVICES.

(1) Notes and Correspondence	7 years	Y	Ord. Ch. 5
(2) Mediation and custody evaluation records	7 years from date youngest child attains 18 years of age	Y	Ord. Ch. 5

5.25 MEDICAL EXAMINER.

(1) Homicide or suspicious deaths	Permanent	N/A	s. 30.040
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	<u>TYPE OF RECORD</u>	<u>NOTICE RETENTION</u>	<u>WAIVED</u>	<u>AUTHORITY</u>
(2)	All other records	15 years unless subject to litigation and then until litigation resolved	Y	s. 30.040

5.26 FACILITIES.

(1)	Blueprints	Permanent	N/A	Ord. Ch. 5
(2)	Material safety data sheets	Permanent	N/A	Ord. Ch. 5
(3)	Equipment and vehicle registration	Until Disposed	Y	Ord. Ch. 5
(4)	Aerial photographs	Permanent	N/A	Ord. Ch. 5
(5)	Satisfied parking tickets	7 years	Y	Ord. Ch. 5
(6)	Committee agendas	Permanent	N/A	Ord. Ch. 5
(7)	Committee minutes	Permanent	N/A	Ord. Ch. 5
(8)	Maps, brochures, promotional materials, etc.	Until updated	Y	Ord. Ch. 5
(9)	Leases	2 years be- yond lease period	Y	Ord. Ch. 5
(10)	Campground and Park Shelter receipts	2 years	Y	Ord. Ch. 5
(11)	Payroll records	2 years	Y	Ord. Ch. 5
(12)	Employee personnel files	2 years past employment	Y	Ord. Ch. 5
(13)	Utility usage	2 years	Y	Ord. Ch. 5
(14)	Keying list	Permanent or until revised	N/A	Ord. Ch. 5
(15)	Building, equipment and machine maintenance	Life of item	Y	Ord. Ch. 5
(16)	Facilities inventory	Permanent or until revised	N/A	Ord. Ch. 5
(17)	Facilities project files	Permanent	N/A	Ord. Ch. 5
(18)	Snowmobile grant project files, etc.	7 years	Y	Ord. Ch. 5

RECORDS MANAGEMENT 5.26(19)

	<u>TYPE OF RECORD</u>	<u>NOTICE RETENTION</u>	<u>WAIVED</u>	<u>AUTHORITY</u>
(19)	Posted meeting notices	1 year	Y	Ord. Ch. 5
(23)	Annual Reports	Permanent	Y	Ord. Ch. 5
5.27	PERSONNEL.			
(1)	Tests, recruitment file, documentation including scoring sheets and other miscellaneous information and other obsolete employment records made or kept included but not limited to applicants and other records of decisions pertaining to hiring; obsolete job descriptions	3 years	Y	Ord. Ch. 5
(2)	NEO Gov electronic Records of applications	5 years	Y	Ord. Ch. 5
(3)	Referred lists of applicants	Permanent	N/A	Ord. Ch. 5
(4)	EEO-4 reports, affirmative action policy and compliance plans	5 years	Y	Ord. Ch. 5
(5)	Individual employee personnel files including performance evaluations attendance records and personnel action forms	Permanent	N/A	Ord. Ch. 5
(6)	Sick leave, vacation, leave without pay, funeral leave, compensatory, overtime	3 years after termination	Y	Ord. Ch. 5
(7)	Bi-weekly time sheets (department) Bi-weekly time records (individual)	3 years	Y	Ord. Ch. 5
(8)	Salary histories and department training records	7 years	Y	Ord. Ch. 5
(9)	Union contracts, grievances, mediation and arbitration records	Permanent	Y	Ord. Ch. 5
(10)	Directives and policies	Permanent	N/A	Ord. Ch. 5
(11)	Departmental correspondence files	Permanent	N/A	Ord. Ch. 5
(12)	Personnel Dept. summaries 1972-present	Permanent	N/A	Ord. Ch. 5
(13)	Pay grade master and departmental Listings	Permanent	N/A	Ord. Ch. 5

RECORDS MANAGEMENT 5.27(14)

<u>TYPE OF RECORD</u>	<u>NOTICE RETENTION</u>	<u>WAIVED</u>	<u>AUTHORITY</u>
(14) Union matters, fair share negotiations and unit clarifications	Permanent	N/A	Ord. Ch. 5
(15) Insurance data on retirees and active employees 1982-present	7 years	Y	Ord. Ch. 5
(16) Workers compensation loss/runs	5 years	Y	Ord. Ch. 5
(17) Workers compensation claims	13 years	N/A	Ord. Ch. 5
(18) Deceased and retired employee files	Permanent	N/A	Ord. Ch. 5
5.28 PRINTING.			
(1) Correspondence (legal/important)	7 years	N/A	Ord. Ch. 5
(2) Financial statements (year-end)	7 years	N/A	Ord. Ch. 5
(3) General ledgers	15 years	Y	Ord. Ch. 5
(4) Inventory	Until superseded	Y	Ord. Ch. 5
(5) Payroll records and related	2 years	Y	Ord. Ch. 5
(6) General correspondence, and miscellaneous internal reports	3 years	Y	Ord. Ch. 5
(7) Petty cash vouchers	2 years	Y	Ord. Ch. 5
(8) Physical inventory tags	2 years	Y	Ord. Ch. 5
(9) Purchase orders	1 year	Y	Ord. Ch. 5
(10) Deposit tickets and receipts from Treasurer	1 year	Y	Ord. Ch. 5
(11) Product delivery slips	1 year	Y	Ord. Ch. 5
(12) Check requisitions	1 year	Y	Ord. Ch. 5
5.29 REGISTER OF DEEDS.			
(1) Receipts from Treasurer	7 years	Y	s.59.52(4)(a) 15
(2) Personnel records past employees	7 years after service	Y	Ord. Ch. 5

RECORDS MANAGEMENT 5.29(3)

	<u>TYPE OF RECORD</u>	<u>NOTICE RETENTION</u>	<u>WAIVED</u>	<u>AUTHORITY</u>
(3)	Uniform Commercial Code	6 years Unless continued	Y	s.409.403
(4)	Applications for vital statistics	2 years	Y	Ord. Ch. 5
(5)	Grantee/Grantor journals	Permanent	N/A	Ord. Ch. 5
(6)	Other Records. (Amended #1/4-97) All other records on file with the Register of Deeds or which may be filed with the La Crosse County Register of Deeds shall be retained in accordance with the Register of Deeds Records Retention Schedule which shall be kept on file in the Register of Deeds office. Where the retention period noted in such schedule is different from the retention periods for records indicated above, the more restrictive retention period as provided for in 5.28(1) through (4) above shall apply.			

5.30 SHERIFF.

(1)	Criminal court register, daily jail records, cash books	8 years	N	s.59.27(8)
(2)	Arrest citations: traffic, ordinances, warnings, etc.	8 years	Y	s.59.27(8)
(3)	Accident and incident reports	8 years	Y	Ord. Ch. 5
(4)	Incident reports	30 years	Y	Ord. Ch. 5
(5)	Training materials: records of attendance, lesson plans, etc.	3 years following end of service	Y	Ord. Ch. 5
(6)	Billing statements for invoices: subpoena service, foreclosure sales, civil process, executions	7 years	Y	Ord. Ch. 5
(7)	Civil process logs/cover sheets	7 years	Y	Ord. Ch. 5
(8)	Solicitor/guard permits	8 years	Y	Ord. Ch. 5
(9)	Correspondence	7 years	Y	Ord. Ch. 5
(10)	Civil executions: correspondence, monetary and personal property records	7 years	Y	Ord. Ch. 5
(11)	Payroll documentation: vacation, overtime sheets	3 years	Y	Ord. Ch. 5
(12)	Work schedules: payroll breakdown	7 years	Y	Ord. Ch. 5

RECORDS MANAGEMENT 5.30(13)

	<u>TYPE OF RECORD</u>	<u>NOTICE RETENTION</u>	<u>WAIVED</u>	<u>AUTHORITY</u>
(13)	Personnel files	Forward to Personnel at end of service	Y	Ord. Ch. 5
(14)	Citizens' complaints	7 years	Y	s.66.312
(15)	Invoices (bills paid, monies collected, receipts, insurance requests, boarding bills, civil service, etc.)	8 years	Y	s.59.27(8)
(16)	Accounts payable forms	7 years	Y	Ord. Ch. 5
(17)	C.A.R.E. Program	3 years	Y	By contract
(18)	D.A.R.E. Program	3 years	N	Ord. Ch. 5
(19)	Prisoner files	8 years	Y	s.59.27(8)
(20)	Inmates' medical records	8 years after release	Y	s.59.27(8)
(21)	Jail log activity report	8 years	Y	s.59.27(8)
(22)	Jail register record and booking number sheet	8 years	Y	s.59.27(8)
(23)	Daily cell assignment sheet	8 years	Y	s.59.27(8)
(24)	Original criminal arrest card unless computerized	Permanent	N/A	Ord. Ch. 5
(25)	Fingerprint cards and mugshots	Permanent	N/A	Ord. Ch. 5
(26)	Inmate financial records	8 years	Y	s.59.27(8)
(27)	Quarterly billing reports	8 years	Y	s.59.27(8)
(28)	Bond receipts for court	8 years	N	s.59.27(8)
(29)	Prisoner commissary reports	7 years	Y	Ord. Ch. 5
(30)	Inmate request forms	7 years	Y	Ord. Ch. 5
(31)	Visitor records	7 years	Y	Ord. Ch. 5
5.31	SOLID WASTE.			
(1)	Scale tickets (County copy)	1 year	Y	Ord. Ch. 5
(2)	Daily journal	Permanent	N/A	Ord. Ch. 5

RECORDS MANAGEMENT 5.31(3)

	<u>TYPE OF RECORD</u>	<u>NOTICE RETENTION</u>	<u>WAIVED</u>	<u>AUTHORITY</u>
(3)	Landfill account transactions	Permanent	N/A	Ord. Ch. 5
(4)	Transactions and tonnages	Permanent	N/A	Ord. Ch. 5
(5)	Vehicle empty weights for permitted accounts	4 years	Y	Ord. Ch. 5
(6)	NSP pass-throughs	Permanent	N/A	Ord. Ch. 5
(7)	Demolition site violations	7 years	Y	Ord. Ch. 5
(8)	Leachate removal	4 years after last removal	Y	Ord. Ch. 5
(9)	Landfill photo log	4 years after project completion	Y	Ord. Ch. 5
(10)	Asbestos log for new landfill	Permanent	N/A	Ord. Ch. 5
(11)	Environmental monitoring data	Permanent	N/A	Ord. Ch. 5
(12)	Landfill permits	Permanent	N/A	Ord. Ch. 5
(13)	Monthly billing statement	Permanent	N/A	Ord. Ch. 5
(14)	Monetary account records	Permanent	N/A	Ord. Ch. 5
(15)	Monthly operations report	Permanent	N/A	Ord. Ch. 5
(16)	Vouchers	4 years	Y	Ord. Ch. 5
(17)	Payroll attendance sheets	7 years	Y	Ord. Ch. 5
(18)	Committee meeting minutes	Permanent	N/A	Ord. Ch. 5
(19)	Committee meeting notices	Permanent	N/A	Ord. Ch. 5
(20)	Out-of-county tonnage reports	Permanent	N/A	Ord. Ch. 5
(21)	Contracts	Permanent	N/A	Ord. Ch. 5
(22)	Contract addendums	Permanent	N/A	Ord. Ch. 5
(23)	Regulatory correspondence	Permanent	N/A	Ord. Ch. 5
(24)	Regulatory approvals	Permanent	N/A	Ord. Ch. 5
(25)	Operating licenses	Permanent	N/A	Ord. Ch. 5

RECORDS MANAGEMENT 5.31(26)

	<u>TYPE OF RECORD</u>	<u>NOTICE RETENTION</u>	<u>WAIVED</u>	<u>AUTHORITY</u>
(26)	Engineering drawings	Permanent	N/A	Ord. Ch. 5
(27)	Engineering reports	Permanent	N/A	Ord. Ch. 5
5.32 TREASURER.				
(1)	Cash books	7 years	Y	Ord. Ch. 5
(2)	Balancing reports	3 years	Y	Ord. Ch. 5
(3)	Bank statements	7 years	Y	Ord. Ch. 5
(4)	Bank reconciliations	3 years after audit	Y	Ord. Ch. 5
(5)	Cancelled checks	7 years	Y	s.59.52(4)(a)16
(6)	Outstanding checks	7 years	Y	Ord. Ch. 5
(7)	Duplicate deposit slips	1 year after audit	Y	Ord. Ch. 5
(8)	Non-tax receipts, including highway general settlements	7 years	Y	s.59.52(4)(a)15
(9)	Cash drawer reconciliation	1 year after	Y	Ord. Ch. 5
(10)	Tax rolls	15 years	N	s.59.52(4)(a)
(11)	Tax sales books	15 years	N	s.44.09
(12)	Tax receipts	15 years	Y	s.59.52(4)(a)14
(13)	Taxes charged back to district	15 years	N	s.44.09
(14)	Tax foreclosure documents, including deeds	15 years	Y	s.59.52(4)(a)7
(15)	Tax sales records/sale of tax foreclosure Property	7 years	Y	Ord. Ch. 5 75.35
5.33 UW-EXTENSION.				
(1)	4-H Enrollment forms	7 years	Y	Ord. Ch. 5
(2)	Volunteer application forms	7 years after Leader ceases involvement	Y	Ord. Ch. 5
(3)	Photo release forms	7 years	Y	Ord. Ch. 5
(4)	Camp/trip medical/health histories	7 years	Y	Ord. Ch. 5

RECORDS MANAGEMENT 5.33(5)

	<u>TYPE OF RECORD</u>	<u>NOTICE RETENTION</u>	<u>WAIVED</u>	<u>AUTHORITY</u>
(5)	Human subjects protection assent and	3 years–Best practice: consent forms keep through research study; publication or professional promotion	Y	Ord. Ch. 5
(6)	Behavior expectation form	7 years	Y	Ord. Ch. 5
(7)	Criminal records checks	4 years (keep latest records check)	Y	Ord. Ch. 5
(8)	4-H Charters	3 years (transfer to UW Archives)	Y	Ord. Ch. 5
(9)	Human subjects protection self-assessments Approvals	3 years (or event= until research completion)	Y	Ord. Ch. 5
(10)	4-H committee minutes	7 years	Y	Ord. Ch. 5
(11)	ES-327 (annual federal statistical report)	7 years (or as long as item is retained for use)	Y	Ord. Ch. 5
(12)	4-H leaders association minutes and financial records	7 years	Y	Ord. Ch. 5
(13)	4-H Enrollment and Application Forms- Youth (Adults, Volunteers and Group Enrollment	7 years	Y	Ord. Ch. 5
(14)	4-H Name and Emblem Report	7 years	Y	Ord. Ch. 5
(15)	Institutional Review Board (IRB) Protocols	3 years (after research completion)	Y	Ord. Ch. 5
(16)	Photo/Video/Audio Release forms	7 years (after date item is retained for use)	Y	Ord. Ch. 5

RECORDS MANAGEMENT 5.33(17)

	<u>TYPE OF RECORD</u>	<u>NOTICE RETENTION</u>	<u>WAIVED</u>	<u>AUTHORITY</u>
(17)	Program participant data and records Registration forms	1.5 years (after session ends)	Y	Ord. Ch. 5
(18)	Telephone call center management data records	1 year	Y	Ord. Ch. 5
5.34	VETERANS SERVICE.			
(1)	Wis. Dept. of Veteran Affairs Bulletins	Until superseded	Y	Ord. Ch. 5
(2)	Regulations: State Stats. Ch. 45	Until superseded	Y	Ord. Ch. 5
(3)	Regulations: Federal	Until superseded	Y	Ord. Ch. 5
(4)	Military separation records	Permanent	N/A	Ord. Ch. 5
(5)	Graves registration	Permanent	N/A	Ord. Ch. 5
(6)	Client case files	File main- tained intact until 2 years after death of veteran or death of sur- viving eligible dependents. File then cleared of all non-essen- tial data and placed in per- manent storage	Y	Ord. Ch. 5
(7)	Veterans Service Commission applications	2 years	Y	Ord. Ch. 5
(8)	Veterans Service Commission financial records	7 years	Y	Ord. Ch. 5
(9)	Veteran's Relief Records	10 years	Y	Ord. Ch. 5
5.35	ZONING, PLANNING AND LAND INFORMATION.			
(1)	County Surveyor records	Permanent	N/A	s.59.60
(2)	Proceedings of Zoning Committee	Permanent	N/A	Ord. Ch. 5

RECORDS MANAGEMENT 5.35(3)

	<u>TYPE OF RECORD</u>	<u>NOTICE RETENTION</u>	<u>WAIVED</u>	<u>AUTHORITY</u>
(3)	Conditional use permits	Permanent	N/A	Ord. Ch. 5
(4)	Zoning/occupancy permits	Permanent	N/A	Ord. Ch. 5
(5)	Special exception permits	Permanent	N/A	Ord. Ch. 5
(6)	Special use permits	Permanent	N/A	Ord. Ch. 5
(7)	Official maps	Permanent	N/A	Ord. Ch. 5
(8)	Violation complaints and files	Permanent	N/A	Ord. Ch. 5
(9)	Board of Adjustment proceedings	Permanent	N/A	Ord. Ch. 5
(10)	9-1-1 fire number maps and directory	Permanent	N/A	Ord. Ch. 5
(11)	Farmland zoning certificates	10 years	Y	s.91.19
(12)	Tax parcel maps	Until superseded	Y	Ord. Ch. 5
(13)	Aerial photos	Permanent	N/A	Ord. Ch. 5
(14)	Railroad R/W maps	Permanent	N/A	Ord. Ch. 5
(15)	Certified road mileage maps	Permanent	N/A	Ord. Ch. 5
(16)	Apportionment census maps	Until next apportionment	Y	s. 59.03
(17)	Mill rates for municipalities	Permanent for WTL/FTL withdrawals	N/A	Ord. Ch. 5
(18)	Ownership/legal description workbooks	Permanent	N/A	Ord. Ch. 5
(19)	Grant applications (successful)	5 years or until audited	Y	Ord. Ch. 5
(20)	Grant applications (unsuccessful)	1 year	Y	Ord. Ch. 5
(21)	Grant Contract work	10 years	Y	Ord. Ch. 5
(22)	Land Information Plan	Permanent	Y	Ord. Ch. 5

5.36 SAMPLE LETTER (RECORDS DESTRUCTION REQUEST). The following sample letter may be used to request approval for destruction of records requiring Historical Society approval or notice:

Date

State Archives
State Historical Society of Wisconsin
816 State Street
Madison, WI 53706

RE: Destruction of Obsolete County Records
County: La Crosse
Department:

Dear Sir or Madam:

The County of La Crosse intends to destroy the following obsolete County records that require notification:

Type(s) of Record(s): _____

Description of Record(s): _____

Dates of Record(s): _____

Quantity of Record(s): _____

Pursuant to Sec. 19.21(5) Wis. Stats., should your department desire to preserve any of these records, you are required to contact this department within sixty (60) days of this inquiry.

Should you **decline** preservation of such documents, please contact this department at your earliest convenience in order that we may expedite the disposal process.

If you believe that these **categories** of records do not contain historical value, please issue this department a written **waiver** authorizing this department to destroy such records without providing notification to the State Historical Society in the future.

Very truly yours,

La Crosse County Department

By:
(Name/Records Custodian)

P. O. Box Address:
400 North 4th Street
La Crosse, WI 54601

5.37 ACCESS TO PUBLIC RECORDS.

(1) Procedural Information. Pursuant to s. 19.34, Wis. Stats., and the guidelines therein listed, each authority shall adopt, prominently display and make available for inspection and copying at its offices, for the guidance of the public, a notice containing a description of its organization and the established times and places at which the legal custodian under s. 19.33, Wis. Stats., from whom and the methods whereby the public may obtain information and access to records in its custody, make requests for records or obtain copies of records and the costs thereof. The notice shall also separately identify each position of the authority that constitutes a local public office or a state public office. This subsection does not apply to members of the legislature or to members of any local governmental body.

(2) Access Rights. The rights of any person who requests inspection or copies of a record are governed by the provisions and guidelines of s. 19.35(1), Wis. Stats. Each authority shall provide any person who is authorized to inspect or copy a record with facilities comparable to those used by its employees to inspect, copy and abstract the record during established office hours as provided in s. 19.35(2), Wis. Stats.

(3) Fees. A requester shall be charged a fee to defray the cost of locating and copying records as follows: (a) The cost of photocopying shall not exceed the actual, necessary, and direct cost of reproduction and transcription of the record, unless a fee is otherwise specifically established or authorized to be established by the law.

(b) If the form of a written record does not permit copying, the actual, necessary, and direct cost of photographing and photographic processing shall be charged.

(c) Except and otherwise provided by law or as authorized to be prescribed by law, an authority shall impose a fee upon a requester for locating a record, not exceeding the actual, necessary and direct cost of location, if the cost is \$50 or more.

(d) If mailing or shipping is necessary, the actual, necessary and direct cost thereof shall also be charged.

(e) The legal custodian may provide copies of a record without charge or at a reduced charge where he or she determines that waiver or reduction of the fee is in the public interest.

(f) Each authority may require prepayment by a requester of any fee or fees imposed under this subsection if the total amount exceeds \$5. If the requestor is a prisoner, as defined in s. 301.01(2), or is a person confined in a federal correctional institution located in this state, and he or she has failed to pay any fee that was imposed by the authority for a request made previously by that requestor, the authority may require prepayment both of the amount owed for the previous request and the amount owed for the current request.

(4) Response Time. Each authority, in acting upon a request for any record, shall respond within the times and according to the procedures set out in s. 19.35(4), Wis. Stats.

(5) Separation of Information. If a record contains information that may be made public and information that may not be made public, the custodian of the record shall provide the information that may be made public and delete the information that may not be made public from the record before release. The custodian shall confer with the County Corporation Counsel prior to releasing any information under this section.

5.38 OPTICAL DISK AND ELECTRONIC STORAGE OF RECORDS. Any County record in the custody of any County office, department, commission, board or agency may be transferred to, or maintained in, optical disk or electronic storage in accordance with the rules of the state department of administration under s. 16.612, Wis. Stats.