

ORDINANCE NO 3-21-16(2016)

**AN ORDINANCE FOR THE DESTRUCTION OF OBSOLETE RECORDS**

The Town Board of Farmington does ordain as follows:

SECTION I – FINANCIAL RECORDS. Town officers may destroy the following nonutility records of which they are the legal custodians and which are considered obsolete, but not less than seven years after payment or receipt of any sum involved in the particular transaction, unless a shorter period has been fixed by the State Public Records Board pursuant to s. 16.61(3)(e), and then after such shorter period:

1. Bank statements, deposit books, slips and stubs.
2. Invoices, receipts and stubs.
3. Payrolls and other time and employment records of personnel included under Wisconsin Retirement Fund.

SECTION II – OTHER RECORDS. Town officers may destroy the following records of which they are the legal custodian and which are considered obsolete, but not less than 7 years after the record was effective unless another period has been set by statute, and then after such a period, or unless a shorter period has been fixed by the state Public Records Board pursuant to s. 16.61(3)(3) and then after such a shorter period:

1. Voter record cards and election materials per s. 7.23, Wis. Stats.
2. Board of review minutes.
3. Correspondence.
4. Financial reports other than annual financial reports.
5. Oaths of office.
6. Town Building Inspector's records.

SECTION III – HISTORICAL SOCIETY NOTIFICATION. Prior to the destruction of any public record described above, at least sixty days' notice in writing shall be given the State Historical Society of Wisconsin.

SECTION IV – WHEN AUTHORIZED. This ordinance shall not be construed to authorize the destruction of any public record after a period less than prescribed by statute or state administrative regulations.

SECTION V – PENALTY PROVISIONS.

Any person, partnership, corporation, or other legal entity that fails to comply with the provisions of this ordinance shall, upon conviction, pay a forfeiture of not less than \$10.00 nor more than \$100.00, plus the applicable surcharges, assessments, and costs for each violation. Each day a violation exists or continues constitutes a separate offense under this ordinance. In addition, the town board may seek injunctive relief from a court of record to enjoin further violations.

SECTION VI – SEVERABILITY.

If any provision of this ordinance or its application to any person or circumstance is held invalid, the invalidity does not affect other provisions or applications of this ordinance that can be given effect without the invalid provision or application, and to this end the provisions of this ordinance are severable.

SECTION VII – EFFECTIVE DATE, CONSTRUCTION.

This ordinance is effective on publication or posting.

This ordinance shall not be construed to authorize the destruction of any public record after a period less than prescribed by statute or state administrative rules.

The town clerk shall properly post or publish this ordinance as required under s. 60.80, Wis. stats.

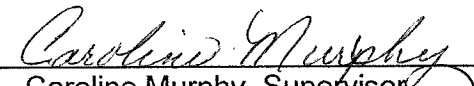
SECTION VIII.


This Ordinance shall take effect upon passage and publication according to law.

Approved: March 21, \_\_\_\_\_, 2016.

TOWN OF FARMINGTON

by   
Kevin Will, Chairman

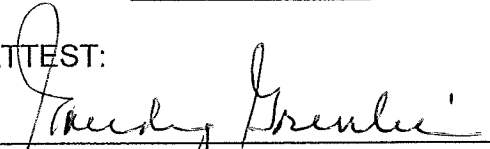
by   
Caroline Murphy, Supervisor

by   
Craig Nelson, Supervisor

Adopted: March 21, \_\_\_\_\_, 2016.

Approved: March 21, \_\_\_\_\_, 2016.

Published: March 31, \_\_\_\_\_, 2016.

ATTEST:  
  
Sandy Grenlie, Clerk/Treasurer