

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 to access to public records pursuant to Wis. Stats. 19.34.

5.03 DEFINITIONS. (1) Authority. Any of the following having legal custody of a record: a county office, elected or appointed official, agency, board, commission, committee, council, department or public body corporate and politic created by constitution, law, ordinance, rule or order; or a formally constituted sub-unit 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 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, (including computer tapes), and computer printouts. "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. (1) 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.

(2) An elected official is the legal custodian of his or her records and the records of his or her office, but the official may designate an employee of his or her staff to act as the legal custodian.

(3) Unless otherwise prohibited by law, the County Clerk or the Clerk's designee shall act as legal custodian for the County Board and for any committees, commissions, boards or authorities created by ordinance or resolution of the County Board.

(4) For every authority not specified in pars. (2) and (3), the authority's chief administrative officer is the legal custodian for the authority, but the officer may designate an employee of his or her staff to act as the legal custodian.

(5) Each legal custodian shall name a person to act as legal custodian in his or her absence or the absence of his or her designate. This subsection does not apply to members of the County Board.

(6) The designation of a legal custodian does not affect the powers and duties of an authority under this chapter.

RECORDS MANAGEMENT 5.05

5.05 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.

5.06 DESTRUCTION AFTER REQUEST FOR INSPECTION. No record which has been requested by the public 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.

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

5.08 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.

5.09 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 5.05)

5.10 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:

| TYPE OF RECORD | NOTICE RETENTION | WAIVED | AUTHORITY |
|--|---------------------|--------|--------------|
| (1)Contracts, leases, agreements | 7 years | Y | s.59.715(10) |
| (2)Cancelled checks | *7 years | Y | s.59.715(18) |
| (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 5.10(8)

| TYPE OF RECORD | | NOTICE RETENTION | WAIVED | AUTHORITY |
|----------------|--|--|--------|---------------------|
| (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 or end of warranty whichever occurs first | Life of product | Y | Ord. Ch. 5 |
| (11) | Equipment and furnishings inventories | Until superseded | Y | Ord. Ch. 5 |
| (12) | Bidder's (goods and services) proof of responsibility: | | | |
| | (a) Successful bidders | 3 years after contract expir. | Y | Ord. Ch. 5 |
| | (b) Unsuccessful bidders | 1 year after audit | Y | Ord. Ch. 5 |
| (13) | Bids: | | | |
| | (a) Successful bidders | 3 years after contract expir. | Y | Ord. Ch. 5 |
| | (b) Unsuccessful bidders | 1 year after audit | Y | Ord. Ch. 5 |
| (14) | Performance bond | 3 years after contract expir. and/or completion of project | Y | Ord. Ch. 5 |
| (15) | Capital projects, master files | Design life of project | Y | Ord. Ch. 5 |
| 5.11 | CHILD SUPPORT. | | | |
| (1) | Expenditure reports and supporting documentation | 3 years | Y | 45 CFR 74.20 -74.25 |
| (2) | Statistical reports and supporting documentation | 3 years | Y | 45 CFR 74.20 -74.25 |
| (3) | Closed case records | 3 years after the close of federal fiscal year | Y | 45 CFR 74.21 |
| (4) | Legal files | 6 years | Y | Ch. 893 |

RECORDS MANAGEMENT 5.12

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

| | TYPE OF RECORD | NOTICE RETENTION | WAIVED | AUTHORITY |
|------|---|---|--------|-----------|
| (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 |
| (22) | Mental health case files, court records, minute records | 10 years | N | SCR 72 |

RECORDS MANAGEMENT 5.12(23)

| | TYPE OF RECORD | NOTICE RETENTION | WAIVED | AUTHORITY |
|------|---|---------------------|--------|-----------|
| (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) | Estate case files | 75 years | N | SCR 72 |
| (38) | Probate Court records, minute records | 75 years | N | SCR 72 |
| (39) | Records of Grand Jury proceedings (Class A) | 75 years | N | SCR 72 |
| (40) | Records of John Doe proceedings (Class A) | 75 years | Y | SCR 72 |
| (41) | Search warrants | 75 years | N | SCR 72 |

RECORDS MANAGEMENT 5.12(42)

| | TYPE OF RECORD | NOTICE RETENTION | WAIVED | AUTHORITY |
|------|--|--|--------|--------------|
| (42) | Registry of wills | 100 years | N | SCR 72 |
| (43) | Wills deposited for safekeeping | 100 years | N | SCR 72 |
| (44) | Wills not admitted to Probate | 100 years | N | SCR 72 |
| (45) | Adoption and TPR case files | Permanent | N/A | SCR 72 |
| (46) | Naturalization records | Permanent Records prior to 6-29-06 may be retired to State Hist. Society | N/A | SCR 72 |
| (47) | Court records in book form | Variable | N | SCR 72 |
| (48) | Lien claims | Variable | Y | SCR 72 |
| (49) | Notary public appointments | Variable | Y | SCR 72 |
| (50) | Trust account ledgers | Variable | Y | SCR 72 |
| (51) | Information and indictment records | None required | N | SCR 72 |
| (52) | Judgment and order records | None required | N | SCR 72 |
| 5.13 | CORPORATION COUNSEL. | | | |
| (1) | Case files/non-litigation | 3 years | Y | Ord. Ch. 5 |
| (2) | Case files/litigation | 3 years after closure or 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 |
| 5.14 | COUNTY CLERK. | | | |
| (1) | List of town, city and village officers certified to County Clerk | After date expiration of term listed | Y | s.59.715(4) |
| (2) | Reports on town treasurers on dog licenses sold and records of dog licenses issued | 3 years | Y | s.59.715(12) |
| (3) | Oaths of office | 7 years | Y | s.59.715(19) |

RECORDS MANAGEMENT 5.14(4)

| | TYPE OF RECORD | NOTICE RETENTION | WAIVED | AUTHORITY |
|------|---|--|--------|--------------|
| (4) | Marriage license applications and supporting papers | 10 years | Y | s.59.715(22) |
| (5) | Original papers, resolutions and reports concerning County Board and County Board committee minutes | 6 years after date of publication | N | s.59.717(1) |
| (6) | County Board tapes | Organizational meeting even year to the end of term of office in the even numbered year | Y | Ord. Ch. 5 |
| (7) | Journal of proceedings | 6 years after date of publication | N | s.59.717(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 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) | Registration of poll lists non-partisan elections | 2 years after election | Y | s.7.23(1)(e) |
| (13) | Registration of poll lists partisan elections | 4 years after election | Y | s.7.23(1)(e) |
| (14) | Federal elections records other than registration cards | 22 months after election | Y | s.7.23(1)(f) |
| (15) | Detachable recording units on electronic voting equipment | 14 days for primary and 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) |

RECORDS MANAGEMENT 5.14(16)

| | TYPE OF RECORD | NOTICE RETENTION | WAIVED | AUTHORITY |
|------|---|--|--------|---------------|
| (16) | Ballots | 30 days after election | Y | s.7.23(1)(h) |
| (17) | Official canvasses | 10 years after election | Y | s.7.23(1)(i) |
| (18) | Election notices and proofs of publication and correspondence | 1 year after date of election, unless contested, then by court order | Y | s.7.23(1)(j) |
| (19) | All other election materials and supplies | 90 days after election | Y | s.7.23(1)(k) |
| (20) | Records transferred by registrants who submit dissolution reports last election | 3 years after 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 |
| 5.15 | EMERGENCY DISPATCH CENTER. | | | |
| (1) | Contracts, lease, joint powers agreements | 7 years | Y | s.59.715(10) |
| (2) | Monitoring, transcription fee 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 | 5 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.) after end of service | 10 years | Y | Ord. Ch. 5 |

RECORDS MANAGEMENT 5.15(10)

| | TYPE OF RECORD | NOTICE RETENTION | WAIVED | AUTHORITY |
|------|---|------------------------------------|--------|------------|
| (10) | Shift, holiday, and vacation sign ups | 5 years | Y | Ord. Ch. 5 |
| (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) | Tape save requests | 5 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 | 2 years | Y | Ord. Ch. 5 |
| (16) | Fire and first responder logs | 2 years | 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) | Tape recordings of telephone and radio transmissions | 30 days | Y | Ord. Ch. 5 |
| 5.16 | FINANCE. | | | |
| (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 | Until payoff of bond issue | 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 |

RECORDS MANAGEMENT 5.16(10)

| | TYPE OF RECORD | NOTICE RETENTION | WAIVED | AUTHORITY |
|------|--|-------------------------------|--------|------------|
| (10) | General ledger, year-to-date | 15 years | Y | Ord. Ch. 5 |
| (11) | External audits and audit management letters | Indefinitely | Y | Ord. Ch. 5 |
| (12) | Budget | Indefinitely | Y | Ord. Ch. 5 |
| (13) | Employee travel expense sheets and reports | 7 years | Y | Ord. Ch. 5 |
| (14) | Equipment and furnishings inventories | Until superceded | Y | Ord. Ch. 5 |
| (15) | Purchase orders | 7 years | Y | Ord. Ch. 5 |
| (16) | Bids and proposals, successful | 3 years after contract expir. | Y | Ord. Ch. 5 |
| (17) | Bids and proposals, unsuccessful | 1 year after audit | Y | Ord. Ch. 5 |
| (18) | Property inventory | Until superceded | Y | Ord. Ch. 5 |
| (19) | Insurance applications, policies, correspondence, payment receipts, statements, and work sheets | 7 years | Y | Ord. Ch. 5 |
| (20) | Hard copy of quarterly and annual wage reports submitted to Wis. Retirement reporting employee wages | 10 years | Y | Ord. Ch. 5 |
| (21) | Payroll register | 10 years | Y | Ord. Ch. 5 |
| (22) | Employee payroll forms (salary, job changes, and new hire) | 10 years | Y | Ord. Ch. 5 |
| (23) | Related to payroll deductions (garnishments, Christmas savings, insurance deductions, United Way deductions, etc.) | 10 years | Y | Ord. Ch. 5 |
| (24) | W-4 forms | 10 years | Y | Ord. Ch. 5 |
| (25) | Time documents | 10 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 | 10 years | Y | Ord. Ch. 5 |

RECORDS MANAGEMENT 5.16(29)

| | TYPE OF RECORD | NOTICE RETENTION | WAIVED | AUTHORITY |
|------|---|---------------------|--------|------------|
| (29) | Federal tax receipts | 10 years | Y | Ord. Ch. 5 |
| (30) | Federal tax vouchers | 7 years | Y | Ord. Ch. 5 |
| (31) | State tax deposit work sheets | 10 years | Y | Ord. Ch. 5 |
| (32) | State tax receipts | 10 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) | 10 years | Y | Ord. Ch. 5 |
| (35) | Payroll work sheets (used to prepare tax deposits and used by auditors) | 10 years | Y | Ord. Ch. 5 |
| (36) | FICA reports - cycle and quarterly (shows FICA wages) | 10 years | Y | Ord. Ch. 5 |
| (37) | Tax liability reports (used to determine deposits amount for withholding) | 10 years | Y | Ord. Ch. 5 |
| (38) | End of year reports (reconciliation) | 10 years | Y | Ord. Ch. 5 |
| (39) | W-2's 10 years | Y | | Ord. Ch. 5 |
| (40) | W-2 correspondence | 10 years | Y | Ord. Ch. 5 |
| (41) | W-2 returns (undeliverable employee copy) | 10 years | Y | Ord. Ch. 5 |
| (42) | Tax apportionment sheets sent to local taxing districts | 10 years | Y | Ord. Ch. 5 |

5.17 HEALTH.

Administrative Records

| | | | | |
|-----|--|---------|---|---------------|
| (1) | Mission statement, philosophy, purpose | 7 years | Y | s.19.21(4)(a) |
| (2) | Agency goals, objectives, short and long term strategic plans | 7 years | Y | s.19.21(4)(a) |
| (3) | Agency program evaluation | 7 years | Y | s.19.21(4)(a) |
| (4) | Job descriptions, other personnel records | 7 years | Y | s.19.21(4)(a) |

RECORDS MANAGEMENT 5.17(5)

| | TYPE OF RECORD | NOTICE RETENTION | WAIVED | AUTHORITY |
|----------------------------|--|---|--------|--|
| (5) | Incident reports | Length of employment plus 30 years if occupational exposure | Y | s.19.21(4)(a) |
| (6) | Inventories: facility, equipment, supplies | 7 years | Y | s.19.21(4)(a) |
| (7) | Program policies, procedures | 7 years | Y | s.19.21(4)(a) |
| (8) | Daily activity report | 7 years | Y | s.19.21(4)(a) |
| (9) | Billing records | 2 years | Y | s.19.21(4)(a) |
| (10) | Taped meeting minutes | 90 days after approval and publication | Y | s.19.21(4)(a) |
| (11) | Grants, contracts | 6 years or as specified | Y | s.19.21(4)(a) |
| (12) | Inventory on non-expandable personal property | 3 years after disposal of property | Y | s.19.21(4)(a) |
| (13) | Meeting agendas, minutes | 7 years | Y | Ord. Ch. 5 |
| (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) | 3 full fiscal years plus 150 days | Y | Federal Reg. 9/90 246.25- A2, CFR Part 246 and 2015 |
| (17) | Public health nutrition | 7 years | Y | s.19.21(4)(b) |
| Client/Family Care Records | | | | |
| (18) | Birth certificate information | 1 year | Y | s.19.21(4)(b) |
| (19) | Client record/patient care record | 7 years | Y | s.19.21(4)(b) |
| (20) | Family care record | 7 years | Y | s.19.21(4)(b) |
| (21) | Health check/well child | 7 years | Y | s.19.21(4)(b) |
| (22) | Care coordination records | 7 years | Y | s.19.21(4)(b) |

RECORDS MANAGEMENT 5.17 (23)

| TYPE OF RECORD | | NOTICE RETENTION | WAIVED | AUTHORITY |
|-------------------------------------|---|----------------------------------|--------|---|
| Communicable Disease Records | | | | |
| (23) | Immunization record | Permanent | N/A | Ord. Ch. 5 |
| (24) | Communicable disease reports (4151) local copy and original to State Epidemiologist | Until investigation is completed | Y | s.19.21(4)(b) |
| (25) | STD report (4323) local copy and original to State Epidemiologist | Until investigation is completed | Y | s.146.82 s.143.07 HSS 145.04 (2)(d) HSS 118 HSS 165.17 |
| Community Education | | | | |
| (26) | Curriculum | 7 years | Y | s.19.21(4)(a) |
| (27) | Educational materials | 7 years | Y | s.19.21(4)(a) |
| (28) | Evaluation | 7 years | Y | s.19.21(4)(a) |
| (29) | Program materials | 7 years | Y | s.19.21(4)(a) |
| School Health Records | | | | |
| (30) | Patient health care records | 7 years | Y | s.19.21 s.118.12(s) |
| Environmental Health Records | | | | |
| (31) | Licensed establishments | 3 years | Y | HSS CH 50 DATCH CH 35 |
| (32) | On-Site Waste | Upon abandonment | Y | ILHR CH 52 |
| (33) | Complaints | 5 years | Y | Ord. Ch. 5 |
| (34) | Food tests | 10 years | Y | Ord. Ch. 5 |
| (35) | Private wells | Upon abandonment | Y | HSS 38.17 |
| (36) | Public wells | Upon abandonment | Y | HSS 109.82 HSS 38.17 DNR 145 DNR 165.17 |
| (37) | Landfill reports | 10 years | Y | Ord. Ch. 5 |
| (38) | All other testing | 10 years | Y | Ord. Ch. 5 |
| (39) | Animal bites | 5 years | Y | Ord. Ch. 5 |
| (40) | County Code enforcement | 5 years | Y | Ord. Ch. 5 |
| (41) | Humane criminal investigation | Permanent | N/A | s.951 |

RECORDS MANAGEMENT 5.18

| | TYPE OF RECORD | NOTICE RETENTION | WAIVED | AUTHORITY |
|------|--|----------------------------------|--------|-----------------------------|
| 5.18 | 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 |
| (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 |
| 5.19 | HILLVIEW HEALTH CARE CENTER. | | | |
| (1) | Original medical record | 5 years after discharge or death | Y | HSS 132.45 (4)(f)2 |
| (2) | Master resident indexes | Permanent | N/A | HSS 132.45 (4)(d)1 |
| (3) | Disease index | Permanent | N/A | HSS 132.45 (4)(d)2 |
| (4) | Census reports | 5 years | Y | HSS 132.45 (6)(d) |
| (5) | Documents authorizing another person to speak or act on behalf of the resident | 5 years | Y | HSS 143.45 (4)(f)2 & (6)(i) |
| (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 | HSS 132.45 (6)(e) |

RECORDS MANAGEMENT 5.19(8)

| | TYPE OF RECORD | NOTICE RETENTION | WAIVED | AUTHORITY |
|------|--|--|--------|----------------------------|
| (8) | Dietary records (all menus and therapeutic diets) | 2 years | Y | HSS 132.45 (6)(a) |
| (9) | Staff work and time schedules | 2 years | Y | HSS 132.45 (6)(b) |
| (10) | Safety tests/records of fire detection, alarm and extinguishment test | 2 years | Y | HSS 132.45 (6)(c) |
| (11) | Inservice and orientation programs (including subject matter, instructors and attendance records) | 2 years | Y | HSS 132.45 (6)(f) |
| (12) | Transfer agreements | 2 years | Y | HSS 132.45 (6)(g) |
| (13) | Funds and property statements of residents | 2 years from date of residents' discharge, transfer from facility or death | Y | HSS 132.45 (6)(h) |
| (14) | All other records required by HSS 132.45 | 2 years | Y | HSS 132.45 (4)(f)2 |
| (15) | Drug control sheets | 5 years | Y | WI Adm.Code Pharm. 7.05 |
| (16) | Receipts, patient cash, bank statements, documents and 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 |
| 5.20 | HUMAN SERVICES. | | | |
| (1) | Original fiscal records | 7 years | Y | Ord. Ch. 5 |
| (2) | Child welfare records | 7 years after child reaches age of majority | Y | s.48.59 |

RECORDS MANAGEMENT 5.20(3)

| TYPE OF RECORD | NOTICE RETENTION | WAIVED | AUTHORITY |
|---|-------------------------------------|--------|---|
| (3) 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 | HSS 245.03(1)(a) |
| (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 | HSS 245.03(1)(b) |
| (c) Financial record for all payments not on file in CRN | As long as case is open | Y | HSS 245.03(1)(b) |
| (4) Closed public assistance cases, denied cases: | | | |
| (a) Records specified in HSS | 36 months following date of closing | N | HSS 245.03(2)(a) |
| (b) Most recent data, records specified in HSS 245.03(1)(b) and (c) and materials relating to any lack of cooperation on the part of a recipient | 6 years from date of closing | N | HSS 245.03(2)(b) |
| (c) Most recent data form and records specified in HSS 245.03(1)(b) | 36 months from date of denial | N | HSS 245.03(2)(c) |
| (5) 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 | DHSS Memo (92-12) MA Waivers pp. 7-8 (1-91) |

RECORDS MANAGEMENT 5.20(5)(b)

| TYPE OF RECORD | | NOTICE RETENTION | WAIVED | AUTHORITY |
|----------------|---|---|--------|---------------------------------------|
| (b) | 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 documentation of eligibility or financial status | 3.5 years after case is closed | N | 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 | Ord. Ch. 5 |
| (6) | 51.42.437 treatment records | 7 years after no longer active; if minor, then until 19 years of age or 7 years after treatment completed, whichever is longer | Y | HSS 92.12(1)&(2) |
| (a) | Undergoing federal or state audit | Until completion of audit | Y | HSS 92.12(3) |
| (b) | Relating to legal actions | Until completion of legal action | Y | HSS 92.12(4) |
| (7) | Client collection files: | | | |
| (a) | Active client records | Active as long as liability exists except for inpatient mental services when 3rd party sources are exhausted and it has been determined the responsible parties have a permanent inability or unlikely future ability to pay. | Y | HSS 1.06(3)(d) |

RECORDS MANAGEMENT 5.20(7)(b)

| TYPE OF RECORD | NOTICE RETENTION | WAIVED | AUTHORITY |
|---|--|--------|-----------------------------------|
| (b) Inactive client records | 5 years except where liability for inpatient mental health services remains, then 10 years after last transaction posted to the record | Y | HSS 1.06(3)(e) |
| (8) Payee records | Permanent | N/A | Ord. Ch. 5 |
| (9) Payee miscellaneous files | 3 months after audit completed | Y | Ord. Ch. 5 |
| (10) Case management files | 7 years | Y | Ord. Ch. 5 |
| (11) 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 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) |
| (12) Third-party recovery records | 7 years | Y | Ord. Ch. 5 |
| (13) 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 award | Y | Ord. Ch. 5 |

RECORDS MANAGEMENT 5.20(12)

| TYPE OF RECORD | NOTICE RETENTION | WAIVED | AUTHORITY |
|--|--|--------|------------|
| (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 comple- | Y | Ord. Ch. 5 |

RECORDS MANAGEMENT 5.21

| | TYPE OF RECORD | NOTICE RETENTION | WAIVED | AUTHORITY |
|------|--|--|--------|-----------------------------------|
| 5.21 | LAKEVIEW HEALTH CENTER. | | | |
| (1) | Health histories and treatment records | 3 years | Y | HSS 175.14 Admin. Code |
| (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 | HSS 132.45 (4)(f) |
| (5) | Master resident indexes | Permanent | N/A | HSS 132.45 (4)(f) |
| (6) | Disease index | Permanent | N/A | HSS 132.45 (4)(f) |
| (7) | Patient accident reports | 5 years | Y | HSS 132.45 (4)(f) & (5)(c)4 |
| (8) | Census reports | 5 years | Y | HSS 132.45 (4)(f) & (4)(d) |
| (9) | Documents authorizing another person to speak or act on behalf of the resident | 5 years | Y | HSS 132.45 (4)(f) |
| (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 | HSS 132.45 (6)(e) & (4)(f) |
| (12) | Dietary records (all menus and therapeutic diets) | 2 years | Y | HSS 132.45 (6)(a) & (4)(b) |
| (13) | Staff work and time schedules | 2 years | Y | HSS 132.45 (6)(b) & (4)(b) |
| (14) | Safety tests/records of fire detec- tion, alarm and extinguishment tests | 2 years | Y | HSS 132.45 (6)(c) & (4)(d) |

RECORDS MANAGEMENT 5.21(15)

| | TYPE OF RECORD | NOTICE RETENTION | WAIVED | AUTHORITY |
|------|--|---|--------|----------------------------|
| (15) | Inservice and orientation programs (including subject matter, instructors and attendance records) | 2 years | Y | HSS 132.45 (6)(f) & (4)(b) |
| (16) | Transfer agreements | 2 years | Y | HSS 132.45 (6)(g) & (4)(b) |
| (17) | Funds and property statements of residents | 2 years from date of re-sidents' discharge, transfer from facility or death | Y | HSS 132.45 (6)(h) & (4)(b) |
| (18) | All other records required by HSS 132.45 | 2 years | Y | HSS 132.45 (4)(f) |
| (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 and income records maintained by facility for residents | 2 years | Y | Ord. Ch. 5 |
| (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 |

5.22 LAND CONSERVATION.

| | | | | |
|-----|---|---------------------------------|-----|------------|
| (1) | Plat reviews | Permanent | N/A | Ord. Ch. 5 |
| (2) | Erosion control permit applications | 2 years min. | Y | Ord. Ch. 5 |
| (3) | Inspection reports | 2 years min. | Y | Ord. Ch. 5 |
| (4) | Inventories and evaluations | 2 years min. | Y | Ord. Ch. 5 |
| (5) | Lower Black/watershed agreements | 10 years past installation date | Y | Ord. Ch. 5 |
| (6) | Landowner conservation plans | Permanent | N/A | Ord. Ch. 5 |
| (7) | Farmland Preservation Program compliance tracking lists | Permanent | N/A | Ord. Ch. 5 |

RECORDS MANAGEMENT 5.22(8)

| | TYPE OF RECORD | NOTICE RETENTION | WAIVED | AUTHORITY |
|------|--|----------------------------|--------|------------|
| (8) | Land Conservation Committee minutes | Permanent | N/A | Ord. Ch. 5 |
| (9) | Memos of understanding with various agencies | Until updated or cancelled | Y | Ord. Ch. 5 |
| (10) | Engineering plans for conservation practices | 5 to 10 years | Y | Ord. Ch. 5 |
| (11) | Resource inventories | Permanent | N/A | Ord. Ch. 5 |
| (12) | Timber sale bids, contracts | Permanent | N/A | Ord. Ch. 5 |

5.23 LAND, TITLE & MAPPING/LAND INFORMATION.

| | | | | |
|-----|---------------------------------------|-----------------------------------|-----|------------|
| (1) | Tax parcel maps | Until superseded | Y | Ord. Ch. 5 |
| (2) | Aerial photos | Permanent | N/A | Ord. Ch. 5 |
| (3) | Railroad R/W maps | Permanent | N/A | Ord. Ch. 5 |
| (4) | Certified road mileage maps | Permanent | N/A | Ord. Ch. 5 |
| (5) | Apportionment census maps | Until next apportionment | Y | s.59.03 |
| (6) | Mill rates for municipalities | Permanent for WTL/FTL withdrawals | N/A | Ord. Ch. 5 |
| (7) | Ownership/legal description workbooks | Permanent | N/A | Ord. Ch. 5 |
| (8) | Grant applications (successful) | 5 years or until audited | Y | Ord. Ch. 5 |
| (9) | Grant applications (unsuccessful) | 1 year | Y | Ord. Ch. 5 |

5.24 MEDICAL EXAMINER.

| | | | | |
|-----|-------------------------------|--|-----|----------|
| (1) | Homicide or suspicious deaths | Permanent | N/A | s.30.040 |
| (2) | All other records | 15 years unless subject to litigation and then until litigation resolved | Y | s.30.040 |

RECORDS MANAGEMENT 5.25

| | TYPE OF RECORD | NOTICE RETENTION | WAIVED | AUTHORITY |
|------|--|-------------------------------------|--------|------------|
| 5.25 | PARKS, BUILDINGS AND GROUNDS. | | | |
| (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) | Bi-weekly time sheets | 5 years | Y | Ord. Ch. 5 |
| (6) | Satisfied parking tickets | 7 years | Y | Ord. Ch. 5 |
| (7) | Parks and property agendas | Permanent | N/A | Ord. Ch. 5 |
| (8) | Parks and Property Committee minutes | Permanent | N/A | Ord. Ch. 5 |
| (9) | Maps, brochures, etc. | Until updated | Y | Ord. Ch. 5 |
| (10) | Leases | 2 years be- yond lease period | Y | Ord. Ch. 5 |
| (11) | Campground receipts | 2 years | Y | Ord. Ch. 5 |
| (12) | Time cards | 7 years | Y | Ord. Ch. 5 |
| (13) | Bi-weekly personnel computer printouts | 5 years | Y | Ord. Ch. 5 |
| (14) | Monthly parking deduction printouts | 2 years | Y | Ord. Ch. 5 |
| (15) | Employee personnel files | 2 years past employment | Y | Ord. Ch. 5 |
| (16) | Utility usage | 2 years | Y | Ord. Ch. 5 |
| (17) | Keying list | Permanent or until revised | N/A | Ord. Ch. 5 |
| (18) | Building, equipment and machine maintenance | Life of item | Y | Ord. Ch. 5 |
| (19) | Parks inventory | Permanent or until revised | N/A | Ord. Ch. 5 |
| (20) | Parks project files | Permanent | N/A | Ord. Ch. 5 |
| (21) | Snowmobile grant monies, etc. | 7 years | Y | Ord. Ch. 5 |
| (22) | Posted meeting notices | 1 year | Y | Ord. Ch. 5 |

RECORDS MANAGEMENT 5.26

| | TYPE OF RECORD | NOTICE RETENTION | WAIVED | AUTHORITY |
|------|--|-----------------------------------|--------|------------|
| 5.26 | 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) | Applications, EEO cards, log of applicants | 5 years | Y | Ord. Ch. 5 |
| (3) | Certified 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, certification slips on ex-employees | 3 years after ter- mination | Y | Ord. Ch. 5 |
| (7) | Bi-weekly time sheets (department) Bi-weekly time records (individual) | 3 years | Y | Ord. Ch. 5 |
| (8) | Bi-weekly time cards, salary schedules and department training records | 7 years | Y | Ord. Ch. 5 |
| (9) | Unemployment compensation records | 3 years | Y | Ord. Ch. 5 |
| (10) | Union contracts, grievances, mediation and arbitration records | 10 years | Y | Ord. Ch. 5 |
| (11) | Retirement records and deferred compensation records | Permanent | N/A | Ord. Ch. 5 |
| (12) | Accident reports, injury claims and settlement records | Permanent | N/A | Ord. Ch. 5 |
| (13) | Directives and policies | Permanent | N/A | Ord. Ch. 5 |
| (14) | Departmental correspondence files | Permanent | N/A | Ord. Ch. 5 |
| (15) | Personnel Dept. summaries 1972-present | Permanent | N/A | Ord. Ch. 5 |

RECORDS MANAGEMENT 5.26(16)

| | TYPE OF RECORD | NOTICE RETENTION | WAIVED | AUTHORITY |
|------|--|----------------------|--------|------------|
| (16) | Pay grade master and departmental listings | Permanent | N/A | Ord. Ch. 5 |
| (17) | Union matters, fair share negotiations and unit clarifications | Permanent | N/A | Ord. Ch. 5 |
| (18) | Finance & Personnel Committee minutes 1975-present | Permanent | N/A | Ord. Ch. 5 |
| (19) | Insurance data on retirees and active employees 1982-present | Review after 7 years | Y | Ord. Ch. 5 |
| (20) | Workers compensation loss/runs | 5 years | Y | Ord. Ch. 5 |
| (21) | Workers compensation claims | Permanent | N/A | Ord. Ch. 5 |
| (22) | Auto and other insurance liability claims | Permanent | N/A | Ord. Ch. 5 |
| (23) | Deceased and retired employee files | Permanent | N/A | Ord. Ch. 5 |

5.27 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 |

RECORDS MANAGEMENT 5.28

| | TYPE OF RECORD | NOTICE RETENTION | WAIVED | AUTHORITY |
|------|---|--|--------|--------------|
| 5.28 | REGISTER OF DEEDS. | | | |
| (1) | Receipts from Treasurer | 7 years | Y | s.59.715(17) |
| (2) | Personnel records past employees | 7 years after service | Y | Ord. Ch. 5 |
| (3) | Uniform Commercial Code | 6 years unless continued | Y | s.59.51(14) |
| (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. | | | |
| 5.29 | SHERIFF. | | | |
| (1) | Criminal court register, daily jail records, cash books | 8 years | N | s.59.23(6) |
| (2) | Arrest citations: traffic, ordinances, warnings, etc. | 8 years | Y | s.59.23(8) |
| (3) | Accident and *incident reports | 8 years | Y | s.59.23(8) |
| (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 |

RECORDS MANAGEMENT 5.29(6)

| TYPE OF RECORD | NOTICE RETENTION | WAIVED | AUTHORITY |
|---|---------------------|--------|------------|
| (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 | 20 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 5.29(13)

| | TYPE OF RECORD | NOTICE RETENTION | WAIVED | AUTHORITY |
|------|--|--|--------|-------------|
| (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.59.23(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.59.23(8) |
| (20) | Inmates' medical records | 8 years | Y | s.59.23(8) |
| (21) | Jail log activity report | 8 years | Y | s.59.23(8) |
| (22) | Jail register record and booking number sheet | 8 years | Y | s.59.23(8) |
| (23) | Jail register record and booking number sheet | 30 years | Y | Ord. Ch. 5 |
| (24) | Daily cell assignment sheet | 8 years | Y | s.59.23(8) |
| (25) | Original criminal arrest card unless computerized | Permanent | N/A | Ord. Ch. 5 |
| (26) | Fingerprint cards and mugshots | Permanent | N/A | Ord. Ch. 5 |
| (27) | Inmate financial records | 8 years | Y | s.59.23(8) |
| (28) | Quarterly billing reports | 8 years | Y | s.59.23(8) |
| (29) | Bond receipts for court | 8 years | N | s.59.23(8) |
| (30) | Prisoner commissary reports | 7 years | Y | Ord. Ch. 5 |
| (31) | Inmate request forms | 7 years | Y | Ord. Ch. 5 |
| (32) | Visitor records | 7 years | Y | Ord. Ch. 5 |
| (33) | Huber registration of inmates | 8 years | Y | s.59.23(8) |
| (34) | Huber registration of inmates | Permanent | N/A | Ord. Ch. 5 |

RECORDS MANAGEMENT 5.29(35)

| | | | | |
|------|---|----------------------------------|-----|-------------------------------------|
| (35) | Huber inmate medical records | 7 years | Y | s.348.09(2) D.O.C. |
| (36) | Huber inmate discipline records | 8 years | Y | s.59.23(8) s.348.09(3) D.O.C. |
| (37) | Huber registration of visitors | 7 years | Y | s.348.09(4) D.O.C. |
| 5.30 | SOLID WASTE. | | | |
| (1) | Scale tickets (County copy) | 1 year | Y | Ord. Ch. 5 |
| (2) | Daily journal | Permanent | N/A | Ord. Ch. 5 |
| (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) | Tire log (transactions with T & G Tire Recycling) | Permanent | N/A | Ord. Ch. 5 |
| (12) | Environmental monitoring data | | N/A | Ord. Ch. 5 |
| (13) | Landfill permits | Permanent | N/A | Ord. Ch. 5 |
| (14) | Monthly billing statement | Permanent | N/A | Ord. Ch. 5 |
| (15) | Monetary account records | Permanent | N/A | Ord. Ch. 5 |
| (16) | Monthly operations report | Permanent | N/A | Ord. Ch. 5 |
| (17) | Vouchers | 4 years | Y | Ord. Ch. 5 |
| (18) | Payroll attendance sheets | 7 years | Y | Ord. Ch. 5 |
| (19) | Solid Waste/Energy Committee minutes | Permanent | N/A | Ord. Ch. 5 |

RECORDS MANAGEMENT 5.30(20)

| | TYPE OF RECORD | NOTICE RETENTION | WAIVED | AUTHORITY |
|------|-------------------------------|---------------------|--------|------------|
| (20) | Committee meeting notices | Permanent | N/A | Ord. Ch. 5 |
| (21) | Out-of-county tonnage reports | Permanent | N/A | Ord. Ch. 5 |
| (22) | Contracts | Permanent | N/A | Ord. Ch. 5 |
| (23) | Contract addendums | Permanent | N/A | Ord. Ch. 5 |
| (24) | Regulatory correspondence | Permanent | N/A | Ord. Ch. 5 |
| (25) | Regulatory approvals | Permanent | N/A | Ord. Ch. 5 |
| (26) | Operating licenses | Permanent | N/A | Ord. Ch. 5 |
| (27) | Engineering drawings | Permanent | N/A | Ord. Ch. 5 |
| (28) | Engineering reports | Permanent | N/A | Ord. Ch. 5 |

5.31 TREASURER.

| | | | | |
|------|--|-----------------------|---|--------------|
| (1) | Cash books | 7 years | Y | Ord. Ch. 5 |
| (2) | Balancing reports | 7 years | Y | Ord. Ch. 5 |
| (3) | Bank statements | 7 years | Y | Ord. Ch. 5 |
| (4) | Bank reconciliations | 7 years | Y | Ord. Ch. 5 |
| (5) | Cancelled checks | 7 years | Y | Ord. Ch. 5 |
| (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.59.715(17) |
| (9) | Cash drawer reconciliation | 1 year after | Y | Ord. Ch. 5 |
| (10) | Tax rolls | 15 years | N | s.44.09 |
| (11) | Tax sales books | 15 years | N | s.44.09 |
| (12) | Tax receipts | 15 years | Y | s.44.09 |
| (13) | Taxes charged back to district | 15 years | N | s.44.09 |

RECORDS MANAGEMENT 5.32

| | TYPE OF RECORD | NOTICE RETENTION | WAIVED | AUTHORITY |
|------|--|--|--------|------------|
| 5.32 | 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 |
| 5.33 | ZONING AND PLANNING. | | | |
| (1) | County Surveyor records | Permanent | N/A | s.59.60 |
| (2) | Proceedings of Zoning Committee | Permanent | N/A | Ord. Ch. 5 |
| (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 |

RECORDS MANAGEMENT 5.33(8)

| | TYPE OF RECORD | NOTICE RETENTION | WAIVED | AUTHORITY |
|------|--------------------------------------|---------------------|--------|------------|
| (8) | Board of Adjustment proceedings | Permanent | N/A | Ord. Ch. 5 |
| (9) | 9-1-1 fire number maps and directory | Permanent | N/A | Ord. Ch. 5 |
| (10) | Farmland zoning certificates | 10 years | Y | s.91.19 |

5.34 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

5.35 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 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. Each authority shall also prominently display at its offices, for the guidance of the public, a copy of s. 19.31 to 19.39, Wis. Stats. This section does not apply to members of the County Board.

(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 which appears in written form pursuant to s. 19.35(1)(b), Wis. Stats., or any person who is authorized to, and requests permission to, photograph a record the form of which does not permit copying pursuant to s. 19.35(1)(f), Wis. Stats., with facilities comparable to those used by its employees to inspect, copy and abstract the record during established office hours. An authority is not required by this subsection to purchase or lease photocopying, duplicating, photographic, or other equipment or to provide a separate room for the inspection, copying or abstracting of records.

(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 cost thereof shall also be charged.

RECORDS MANAGEMENT 5.35(3)(e)

(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 shall require prepayment by a requester of any fee or fees imposed under this subsection if the total amount exceeds \$5.

(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.

5.36 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.