

STATE OF WISCONSIN
Town of Sturgeon Bay
Door County

SECTION I – TITLE/PURPOSE

This ordinance is entitled the Town of Sturgeon Bay's **Destruction of Obsolete Records Ordinance**. The purpose of this ordinance is to provide the town officers of the Town of Sturgeon Bay with the authority to destroy certain obsolete public records in possession of the Town of Sturgeon Bay.

SECTION II – AUTHORITY

The town board of the Town of Sturgeon Bay, Door County, Wisconsin, has the specific authority under S.19.21(4), Wis. Stats., to manage and destroy obsolete public records in the possession of the Town of Sturgeon Bay.

SECTION III – ADOPTION OF ORDINANCE

The town board, by this ordinance, adopted on proper notice, with a quorum and roll call vote of the town board present and voting, has authorized the powers and has established the duties of the town officers of the Town of Sturgeon Bay to manage and destroy obsolete public records in the possession of the Town of Sturgeon Bay.

SECTION IV – FINANCIAL RECORDS

The Town of Sturgeon Bay town officers, pursuant to s.19.21, (5) Wis. stats., noted in this ordinance may destroy the financial records of which they are the legal custodians and that are considered obsolete:

Checks and bank statements should be retained for a period of 7 years. After that time, the treasurer may destroy by shredding or taking to a local recycling facility.

SECTION V – OTHER RECORDS

The Town of Sturgeon Bay town officers, pursuant to s.91.21 (5), Wis. stats., noted in this ordinance may destroy the following records of which they are the legal custodians and that are considered obsolete:

Tax Rolls & Ledgers should be retained for a period of 15 years. After that time, the clerk may destroy by taking to a local recycling facility.

SECTION VI – HISTORICAL SOCIETY NOTIFICATION

Prior to the destruction of any public record described in Section V, at least 60 days notice in writing shall be given the State Historical Society of Wisconsin.

SECTION VII – 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 \$25.00 nor more than \$50.00, plus the applicable surcharges, assessments, and costs for each violation. Each day a violation exists or continues shall be considered 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 VIII – 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 IX – 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.

Adopted this 2nd day of October, 2006.

Witness:

William J. Keller Chairman
Ed Ditz

Nancy Anschutz
Nancy Anschutz, Town Clerk