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**WOOD COUNTY ORDINANCE #901
RECORDS RETENTION**

Chapter 901 .01 Purpose

The purpose of this chapter is to establish a county-wide records retention schedule and authorize destruction of county records pursuant to that schedule on an annual basis. Record custodians do not have the authority to destroy records prior to the established retention period. If there is not a specific law requiring a specific retention period, all records must be retained 7 years, unless the public records and forms board fixes a shorter period.

Chapter 901 .02 Definitions

- (1) "**Legal custodian**" means the individual responsible for maintaining records pursuant to Section 19.33 Stats.
- (2) "**Record**" means record as defined in Section 19.32(2) Stats.

Chapter 901 .03 Countywide

The following records are found throughout various departments in the county and are subject to uniform regulation unless otherwise specified.

<u>RECORD</u>	<u>NOTICE</u>	<u>RETENTION</u>	<u>AUTHORITY</u>
A. Contracts, leases, agreements	W	7 years after expiration	59.52(4)(a)10., Stats.
B. Insurance policies	W	7 years after expiration	59.52(4)(a)10., Stats.
1. Claims paid by county and supporting papers	W	7 years after payment	59.52(4)(a)9., Stats.
2. Claims denied	W	7 years after denial	
C. Cancelled checks	W	7 years*	59.52(4)(a)16., Stats.
D. Receipts	W	7 years*	
E. Accounts payable - purchasing invoices/vouchers/ detail listing/vendor listing	W	7 years*	
F. Accounts receivable/receipts	W	7 years*	
G. Receipt journals	W	7 years	
H. Vouchers/order register	W	7 years*	
I. General journal	W	7 years	
* Time reduced to 2 years if the original records are maintained in the Finance Department..			
J. Construction plans for county buildings & bridges	N	Life of structure	
K. Blueprints	N	Until superseded by as-built tracings	
L. As-built tracings	N	Life of project	
M. Personnel records		See Section 16 of Ordinance	
N. Warranty records	W	Life of product or end of warranty, whichever occurs first	
O. Equipment & furnishings inventories	W	Until superseded	

<u>RECORD</u>	<u>NOTICE</u>	<u>RETENTION</u>	<u>AUTHORITY</u>
P. Any record subject to litigation, claim, audit, or other action	W	Until permission to destroy is obtained from Corporation Counsel	
Q. Citations (copies)	W	2 years	
R. Material Safety Data Sheets (toxic)	W	30 years after product is last used in the workplace	101.583(1)(a), Stats.
S. Material Safety Data Sheets (Non-toxic)	W	7 years after product is last used in the workplace	
T. Blood borne pathogen exposure reports "are to be maintained confidentially," by each department	W	employee's employment plus 30 years	29 CFR 1910.1030

Chapter 901 .04 Child Support

A. Expenditure reports & supporting documentation	W	3 years	45 CFR 74.20 74.25
B. Statistical reports & supporting documentation	N	3 years	45 CFR 73.20 74.25
C. Client/case records including client/attorney information	W	Until youngest reaches age 21	45 CFR 74.53
D. Records of required client notification	W	3 years	45 CFR 73.20 74.25
E. Criminal files	W	Until closed	45 CFR 74.53
F. IRS Records List	W	Until closed	IRS Pub. 1075 § 6.3

<u>RECORD</u>	<u>NOTICE</u>	<u>RETENTION</u>	<u>AUTHORITY</u>
Chapter 901 .05 Coroner			
A. Homicide or suspicious deaths	N	75 years	
B. All other records	W	7 years unless subject to litigation and then until litigation is resolved	
Chapter 901 .06 Corporation Counsel			
A. Case files/non-litigation	W	3 years	
B. Case files/litigation	W	3 years after closure or when appeal time has run, whichever is longer or per SCR	
C. Legal memos	W	7 years or until superseded	
D. Legal opinions	W	7 years or until superseded	
E. Guardianship files	W	As needed (original maintained in Probate office)	
F. Chapter 51 files	W	As needed (original maintained in Probate office)	
G. Department files	W	As needed	
Chapter 901 .07 County Clerk			
A. Notices of tax apportionment from Secretary of State	W	3 years	59.52(4)(a)1., Stats.
B. Copies of notices of tax apportionment sent to local taxing districts	W	3 years	59.52(4)(a)2., Stats.

<u>RECORD</u>	<u>NOTICE</u>	<u>RETENTION</u>	<u>AUTHORITY</u>
C. Illegal tax certificates charged back to local taxing districts	W	3 years after charging	59.52(4)(a)6., Stats.
D. Notices of application for taking of tax deeds & certificates of non occupancy, proof of service, & tax certificates filed (Treasurer)	W	15 years	59.52(4)(a)7., Stats.
E. Copies of tax receipts issued by treasurer (Treasurer)	W	15 years	59.52(4)(a)14., Stats.
F. Copies of notices to town assessors regarding lands sold & owned by county (Treasurer)	W	3 years	59.52(4)(a)13., Stats.
G. Check register/ treasurer cash	W	7 years	
H. Mill rates from towns (Treasurer)	W	2 years	
I. Statistical report of property values		3 years	
J. Records of bounty claims forwarded to DNR	W	1 year	59.52(4)(a)3., Stats.
K. Crop reports by local assessors (Land Conservation)	N	3 years	59.52(4)(a)5., Stats.
L. Farmland Preservation Agreement/ Applications		10 years after removal from program	91.13(1), Stats.
M. List of town, city & village officers certified to county clerk	N	After date of expiration of term listed	59.52(4)(a)4., Stats.
N. Oaths of office	W	7 years	59.52(4)(a)17., Stats.
O. Financial registration statements & reports	W	6 years	7.23(1)(d), Stats.
P. Poll lists - partisan elections	W	4 years after election	7.23(1)(e), Stats.
Q. Poll lists- non-partisan elections	W	2 years after election	7.23(1)(e), Stats

<u>RECORD</u>	<u>NOTICE</u>	<u>RETENTION</u>	<u>AUTHORITY</u>
R. Federal elections records	W	22 months	7.23(1)(f), Stats.
S. Detachable recording units	W	14 days after primary and 21 days after any other election - clear or erase after transfer to a disk or other recording medium	7.23(1)(g), Stats.
T. Electronic ballot tallies	W	22 months after date of election	7.23(1)(g), Stats.
U. Ballots, non-federal Ballots, federal	W W	30 days after election 22 mos. after election	7.23(1)(h), Stats. 7.23(1)(h), Stats.
V. Official canvasses	W	10 years after election	7.23(1)(i), Stats.
W. Election notices & proofs of publication & correspondence	W	1 year after date of election unless contested, then by court order	7.23(1)(j), Stats.
X. All other election materials & supplies	W	90 days after election	7.23(1)(k), Stats.
Y. Records transferred by registrants who submit dissolution reports after primary and general elections	W	3 years after their last election	10.74(8)(e), Stats.
Z. Official bonds	W	6 years	59.52(4)(a)8., Stats.
AA. Claims paid by county & supporting papers (Insurance Administrator)	W	7 years	59.52(4)(a)9., Stats.
BB. Marriage license applications & supporting papers	W	10 years	59.52(4)(a)19., Stats.
CC. Original papers, resolutions, & reports concerning county board proceedings	N	6 years after date of publication	59.52(4)(c)1., Stats.
DD. Committee minutes	N	6 years after date of publication	59.52(4)(c)1., Stats.

	<u>RECORD</u>	<u>NOTICE</u>	<u>RETENTION</u>	<u>AUTHORITY</u>
EE.	Deeds	N/A	Permanent or listing of when & where recorded	
FF.	Abstracts & certificates of title, title insurance policies	N/A	Permanent or as long as land owned	
GG.	Cancelled bonds, coupons & promissory notes	W	Until audited	
HH.	Bond & coupon record book, general obligation bonds	W	7 years after bond issue expires or following payment of all outstanding matured bonds, notes, coupons, whichever is later	
II.	Apportionment maps of supervisory districts	W	Until next apportionment	59.10, Stats.
JJ.	U.S. Geological Survey Maps (Planning & Zoning)	W	Until next set of maps received	
KK.	Report on functional jurisdiction of roads	W	10 years or until next report received	
LL.	Certified mileage lists	W	Until next list received	
MM.	Relocation orders/maps	W	Retain latest revision for each project	
NN.	Journal entries & any audits or journal entries	W	7 years	
OO.	Board proceedings	N	6 years after date of publication	59.23(2)(a)&(b), Stats.
PP.	County Board meeting notices		1 year	59.04, Stats.
QQ.	Contract, notices of bids, and insurance policies to which the county is a party	N	7 years after last eff. date	59.52(4)(a)10., Stats.
RR.	Proof of publication of Ordinances/Resolutions	W	1 year	

<u>RECORD</u>	<u>NOTICE</u>	<u>RETENTION</u>	<u>AUTHORITY</u>
SS. Probate Claims Notices	W	3 years	
TT. Reports of town treasurers on dog licenses sold & records of dog licenses issued.	W	3 years	59.52(4)(a)11., Stats.

Chapter 901 .08 Courts: Clerk of Courts/Probate/Family and Juvenile Courts

All records maintained by the Clerk of Court's Office, the Registrar in Probate, and Juvenile Court shall be retained in compliance with Supreme Court Rules, Chapter 72.

Chapter 901 .09 District Attorney

A. Case file log books	W	Until case is resolved	
B. Check ledger data	W	6 years	
C. Civil cases	N	3 years after case closed	978.07(1), Stats.
D. Felony cases			
1) Generally	N	10 years after case closed	978.07(1)(c)3., Stats.
2) Punishable by life	N	50 years after case closed	978.07(1)(c)1., Stats.
3) Punishable by 20 + years	N	20 years after case closed	978.07(1)(c)2., Stats.
E. Juvenile cases	N	6 years	SCR 72.03(2)

Chapter 902 .10 Edgewater Haven Nursing Home

A. Original medical record or copies	W	5 years after discharge or death	HFS 132.45(4)(f)2.
B. Master resident indexes	N/A	Permanent	HFS 132.45(4)(f)3.b
C. Disease index	N/A	Permanent	HFS 132.45(4)(d)2.
D. Patient accident reports	W	7 years	HFS 132.45(5)(c)4.
E. Census reports	W	5 years	HFS 132.45

<u>RECORD</u>	<u>NOTICE</u>	<u>RETENTION</u>	<u>AUTHORITY</u>
F. Documents authorizing another person to speak or act on behalf of the resident	W	5 years after discharge or death	HFS 132.45(4)(f)
G. Personnel/employee records		See Section 16 of Ordinance	
H. Professional consultation records if not routinely maintained as part of medical chart	W	7 years after discharge or death	HFS 132.45(6)(e) and 132.45(4)(f)
I. Dietary records (all menus and therapeutic diets)	W	2 years	HFS 132.45(6)(a) and 132.45(4)(d)
J. Staff work and time schedules	W	2 years	HFS 132.45(6)(b) and 132.45(4)(d)
K. Safety tests - records of fire detection, alarm & extinguishment tests	W	2 years	HFS 132.45(6)(c) and 132.45(4)(d)
L. In-service & orientation programs (including subject matter, instructors & attendance records)	W	2 years	HFS 132.45(6)(f) and 132.45(4)(d)
M. Transfer agreements	W	2 years	HFS 132.45(6)(g) and 132.45(4)(d)
N. Funds & property statements of residents	W	2 years from date of residents' discharge, transfer from facility or death	HFS 132.45(6)(h) and 132.45(4)(d)
O. All other records required by HFS 132.45	W	2 years	HFS 132.45(4)(f)
P. Drug control sheets	W	5 years	Pharmacy 7.05
Q. Utilization review & other committee meeting minutes	W	7 years	
R. Receipts/patient cash	W	5 years	
S. Purchase orders (copies)	W	3 years	

<u>RECORD</u>	<u>NOTICE</u>	<u>RETENTION</u>	<u>AUTHORITY</u>
Chapter 901 .11 Health Department			
A. Mission statement, philosophy, purpose	W	7 years	
B. Agency goals, objectives, short and long term strategic plans	W	7 years	
C. Agency program evaluation	W	7 years	
D. Job descriptions, other personnel records		See Section 16 of Ordinance	
E. Incident reports	W	7 years	
F. Inventories: facility, equipment, supplies	W	7 years	
G. Program policies, procedures	W	3 years after being updated or terminated	
H. Daily activity reports	W	2 years	
I. Billing Records	W	2 years	
J. Grants	W	6 years or as specified	
K. Inventory of non-expendable personal property	W	3 years after disposal of property	
L. Meeting agendas/minutes in-service	N	7 years	
M. Union correspondence	W	7 years	
N. Annual reports	N/A	Permanent	
O. Contracts, lease agreements	W	7 years	
P. Survey/audit records	N/A	Permanent	
Q. General correspondence	W	2 years	

<u>RECORD</u>	<u>NOTICE</u>	<u>RETENTION</u>	<u>AUTHORITY</u>
(1) Client/Family Care Records			
R. Birth Certificate	W	1 year or less	
S. Client record/patient care record	W	7 years	
T. Family care record	W	7 years	
U. Health check/well child	W	7 years	
V. Short-term record includes blood pressure and cholesterol records	W	7 years	
W. Index card	W	7 years, destroy with record if duplicative	
X. W.I.C.	W	3 full fiscal years plus 150 days	Federal Reg. 9/90 246.25 - A2
(2) Communicable Disease Records			
Y. Immunization record	N/A	Age 18 transferred to adult file - permanent	
Z. Immunization consent form	N/A	Permanent	
AA. Communicable disease report (4151) - local copy (original to State Epidemiologist)	W	2 years	
BB. Communicable disease, food and waterborne outbreak records	W	7 years	
(3) Environmental Health Records			
CC. Licensed establishments	W	3 years	
DD. On-site waste	W	Until system is abandoned	

<u>RECORD</u>	<u>NOTICE</u>	<u>RETENTION</u>	<u>AUTHORITY</u>
EE. Wells	W	Until system is abandoned	
FF. Complaints	W	5 years	
GG. Rabies control report	W	3 years	
(4) Miscellaneous			
HH. Publications	W	5 years	
II. Household hazardous waste manifests	W	5 years	N.R. 630.30(5)(e)

Chapter 901 .12 Highway Department

A. Machinery, time sheets	W	1 year after machinery replaced	
B. Receipts	W	7 years	
C. Accts payable - purchasing	W	7 years	
D. Accts receivable/receipts	W	7 years	
E. Receipt journals	W	7 years	
F. Vouchers/order register	W	7 years	
G. General journal	W	7 years	
H. Construction plans for county roads and bridges	N	Life of structure	
I. Blueprints	N	Until superseded by as-built tracings	
J. As-built tracings	N	Life of project	
K. Personnel records		See Section 16 of Ordinance	

<u>RECORD</u>	<u>NOTICE</u>	<u>RETENTION</u>	<u>AUTHORITY</u>
L. Warranty records	W	Life of product or end of warranty whichever occurs first	
M. Equipment/land/other fixed assets and inventories	W	Until superseded	
N. Any record subject to litigation, claim, audit or other action	W	Until permission to destroy is obtained from Corporation Counsel	
O. Emergency and hazardous chemical	W	7 years	
P. Soil tracking of contaminated soils	W	7 years	
Q. Permits	N/A	Permanent	
R. State fuel reports	W	3 years	
S. Accident reports (copies)	W	3 years	
T. Insurance reports (copies)	W	3 years	
U. Stock control records	W	2 years	
V. Fuel usage reports	W	2 years	
W. Equipment and vehicle inventory ledger	W	1 year after equipment or vehicle replaced	
X. Vehicle maintenance histories	W	Life of vehicle	
Y. Vehicle expense reports	W	Life of vehicle	
Z. Vehicle usage reports	W	2 years	
AA. Public Works contracts			
1. Notice to contractors			
a. Successful bidders	W	7 years	
b. Unsuccessful bidders	W	2 years	

<u>RECORD</u>	<u>NOTICE</u>	<u>RETENTION</u>	<u>AUTHORITY</u>
2. Bidder's proof of responsibility			
a. Successful bidders	W	7 years	
b. Unsuccessful bidders	W	2 years	
3. Bids			
a. Successful bidders	W	7 years after completion of project	
b. Unsuccessful bidders	W	2 years	
4. Affidavit of organization & authority			
a. Successful bidders	W	7 years after completion of project	
b. Unsuccessful bidders	W	2 years	
5. Bid tabulations	W	2 years	
6. Performance bond	W	7 years after completion of project	
7. Contracts, leases, and agreements	W	7 years after completion of project	
8. Master project files	W	20 years	

Chapter 901 .13 Land Conservation

A. Financial Records	W	3 years after date of final settlement	N.R. 120.26(1)(b)1
B. Grant Records	W	3 years after termination of grant agreement or final settlement, whichever is later	N.R. 120.26(1)(b)3
C. Cost share agreement records	W	Duration of cost share agreement	N.R. 120.26(1)(b)4
D. Records relating to appeals, disputes or litigation, claims and exceptions	W	Until resolution of appeal, dispute, litigation, claim or exception	N.R. 120.26(1)(c)

<u>RECORD</u>	<u>NOTICE</u>	<u>RETENTION</u>	<u>AUTHORITY</u>
E. Records and documents relating to the maintenance of structures and facilities	W	Duration of maintenance period required for structure or facility	ATCP-50
F. Soil and water resource management project records	W	3 years after project is completed or for the duration of project's maintenance period, whichever is longer	ATCP-50
G. Aerial photos	W	Permanent	
H. Cons. Res. Enhancement Program Records	W	Term of Agreement + 3 years	
I. Cost sharing agreements	W	Term of Agreement + 3 years	N.R. 120 & ATCP 50
J. Farmland Preservation Program records	N	Term of Agreement	
K. Soil Interpretation records	W	Until superseded	

Chapter 901 .14 Maintenance

A. Blueprints	N/A	Permanent or until building disposed of	
B. Shop drawings	N/A	Permanent	
C. Equipment & machine maintenance	W	Life of equipment	
D. Utility usage	W	5 years	
E. Inventory	W	Until superseded	
F. Receipts from County Treasurer	W	4 years or until audited, whichever is sooner	
G. Keying list	W	Until superseded	

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Chapter 901 .15 Parks and Forestry

A. Master park plan	N/A	Permanent
B. Plats	N/A	Permanent
C. Aerial photographs	N/A	Permanent
D. Committee agendas & minutes	N	6 years
E. Citation & park patrol records	W	2 years
F. Park inspection reports	W	3 years
G. Guidebooks, trail information	W	Until updated or no longer useable
H. Wisconsin Conservation Corps projects/crew info.	W	3 years
I. Annual work plans	W	3 years
J. Dam information and permits	N/A	Permanent
K. Equipment & vehicle registration reports	W	Until equipment or vehicle disposed of
L. General information	W	Until updated
M. Land acquisitions - deeds, abstracts, and easements	N/A	Permanent or until land disposed of
N. Agreements and contracts	W	7 years after expiration

Chapter 901 .16 Personnel

A. Payroll registers, other payroll reports, and social security and retirement earnings reports	W	10 years
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<u>RECORD</u>	<u>NOTICE</u>	<u>RETENTION</u>	<u>AUTHORITY</u>
B. Withholding allowance certificates, employee wage and tax statements, and other tax records	W	7 years	
C. Time cards, attendance records, salary schedules, and department training records	W	7 years	
D. Insurance records	W	7 years	
E. Performance evaluations, garnishment records, and medical records	W	5 years	
F. EEO - 4 reports, obsolete job descriptions and any personnel or employment records made or kept, including but not limited to application forms or test papers by applicants and other records of decisions pertaining to hiring, promotion, demotion, transfer, layoff or termination, terms of compensation, and selection of training	W	3 years, except where a charge of discrimination has been filed; all personnel records relevant to a charge or action shall be retained until final disposition of the charge or the action	
G. Union contracts and grievance, mediation and arbitration records	W	7 years	
H. Unemployment compensation records	W	3 years	
I. Individual employee personnel files and retirement records	W	8 years after end of service	
J. Accident reports, injury claims and settlements; injury frequency charts	W	8 years after end of service	
K. Deferred compensation payment records	W	8 years after end of service	
L. Directives and policies	W	7 years after being updated or terminated	

<u>RECORD</u>	<u>NOTICE</u>	<u>RETENTION</u>	<u>AUTHORITY</u>
Chapter 901 .17 Planning & Zoning			
A. Aerial photograph	N	Until superseded	
B. Permit applications	N/A	Permanent	ILHR 83.06(4)(e)
C. Code compliance inspection reports	N/A	Permanent	
D. Permit ledger	W	3 years	
E. Decisions & supporting documents of Board of Adjustment	N/A	Permanent	
F. Wis. Fund applications & related materials	W	10 Years	
G. Soil reports	N/A	Permanent	145.135(1), Stats.
H. Pumping reports of holding tanks and septic systems	W	7 years	
I. Code violation records and correspondence	W	10 years	
Chapter 901 .18 Purchasing & Insurance			
A. Purchase requisitions	W	1 year after audit	
B. Purchase orders	W	7 years	
C. Bids and proposals, successful	W	7 years after contract expiration	
D. Bids and proposals, unsuccessful	W	1 year after audit	
E. Property inventory	W	Until superseded	
F. Certificates of insurance	W	7 years after expiration	
G. Worker's compensation files	W	12 years after closure	

<u>RECORD</u>	<u>NOTICE</u>	<u>RETENTION</u>	<u>AUTHORITY</u>
H. Worker's compensation blood borne pathogens	W	30 years	
I. Insurance claims & policies	W	7 years	
J. OSHA 300 log	W	5 years	29 CFR 1904.6
K. Employee safety training records	W	Until superseded	
L. Employee hearing audiograms	W	End of employment + 6 years	
M. Employee motor vehicle reports	W	7 years	
N. Respirator medical evaluation results	W	Until superseded	
O. MSDS sheets	W	30 years after usage ends	
P. Job safety analyses/PPE assessments	W	Until superseded	
Q. Asbestos sample results	W	Until superseded	

Chapter 901 .19 Register of Deeds

A. Obsolete documents pertaining to chattels, including final books of entry	W	6 years	59.43(12), Stats.
B. Plats	N/A	Permanent	
C. Certified surveys	N/A	Permanent	
D. Assessors plats	N/A	Permanent	
E. Deeds, mortgages, maps instruments, and writings authorized by law to be recorded in the Register of Deed's office	N/A	Permanent	59.43(1), Stats.
F. Records and index of marriages, deaths, and births occurring in Wood County	N/A	Permanent	59.43(7), Stats.
G. Quarter-sections maps, copies	W	Until superseded	

<u>RECORD</u>	<u>NOTICE</u>	<u>RETENTION</u>	<u>AUTHORITY</u>
Chapter 901 .20 Sheriff			
A. Attorney letters	W	3 years	
B. Transport records	W	3 years	
C. Proof of service	W	3 years	
D. Correspondence instructing civil process service	W	3 years	
E. Process receipt print-outs	W	3 years	
F. Process deposit receipts	W	3 years	
G. Dockets and daily jail records	N	8 years	59.27(8), Stats.
H. Checkbook	W	7 years	
I. Ledger sheets	W	7 years	
J. Accounts work sheets	W	7 years	
K. Meal books and meal count	W	3 years	
L. Canteen sheets	W	7 years	
M. Visit log	W	3 years	
N. Menus	W	3 years	
O. Jail billing	W	3 years	59.27(8), Stats.
P. Bond receipts	W	3 years	59.27(8), Stats.
Q. Daily bond	W	3 years	59.27(8), Stats.
R. Inmate files: Disciplinary forms, Huber revocation forms, Employer information forms, Employer job search verification sheets, Court orders	W	3 years after release of inmate	59.27(8), Stats. DOC 350.11 DOC 350.13 DOC 350.15

<u>RECORD</u>	<u>NOTICE</u>	<u>RETENTION</u>	<u>AUTHORITY</u>
S. Inmate daily activity log forms	W	8 years	59.27(8), Stats.
T. Phone logs	W	3years	59.27(8), Stats.
U. Daily cell block checks and monthly jail inspections	W	3 years	59.27(8), Stats. DOC 350.12
V. Medical records	W	8 years	59.27(8), Stats. DOC 350.11
W. Booking sheets	N/A	Permanent	
X. Dispatch tapes (Dispatch)	W	120 days	
Y. Ordinance violation citations	W	1 year	
Z. Arrest records	W	8 years	59.27(8), Stats.
AA. Incident records	W	10 years	59.27(8), Stats.
BB. Uniform traffic citations	W	1 year after closed, disposed, or cancelled	
CC. Work schedules	W	3 years	
DD. Wisconsin accident reports	W	8 years	59.27(8), Stats.
Chapter 901 .21 Social Services			
A. Case records & other materials of all public assistance kept as required under Chapter 49	N	3 years if no payments have been made for at least 3 years & a fact sheet & finance record retained per DHFS	59.53(21), Stats.
B. Original fiscal records	W	7 years	
C. Juvenile examination records under 48.59 Stats.	W	7 years	

<u>RECORD</u>	<u>NOTICE</u>	<u>RETENTION</u>	<u>AUTHORITY</u>
D. Open public assistance case records	N/A		
1. All data forms; case determination sheets; work sheets; medical assistant certification sheets; sheets which document the verification of changeable items, such as income or health status; correspondence to and from applicants & recipients; and any other documents needed to support income maintenance agency decisions		To cover most recent 6 year period	
2. Sheets which document the verification of unchangeable items, such as social security numbers, birth dates & citizenship		As long as case is open	
3. Financial record for all payments not on file in CRN		As long as case is open	
E. Closed public assistance cases & denied cases			
1. Records specified in HFS 245.03(1)(a)	N	36 months following date of closing	
2. Most recent data, record, specified in HFS 245.03(1)(b) & (c) and materials relating to any lack of cooperation on the part of a recipient	N	6 years from date of closing	
3. Most recent data form and records specified in HFS 245.03(1)(b)	N	36 months from date of denial	

<u>RECORD</u>	<u>NOTICE</u>	<u>RETENTION</u>	<u>AUTHORITY</u>
F. Social Service Case files			
1. State required case documentation, initial contact sheet, notice of agency action, Social Services face sheet, Social Services agreement, Social Services narrative, financial information, any other records documenting client eligibility and activity	N	3 years after case is closed	DHFS Memo (82-1A)
2. State required & County developed case documentation, assessment of diagnostic forms, records, & narratives, social and medical histories, copies of court reports pertinent to the case, release of information forms, client progress notes, case review form, client or service agreements, forms and documentation of eligibility or financial status	N	3 years after case is closed	
3. 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	N	1 year after final action/determination	
G. Child-placing agency records			
1. Register identifying information about children accepted for service or placement	N/A	Permanent	HFS 54.04
2. Individual case records for each child and family served	W	7 years after case closed	HFS 54.04

<u>RECORD</u>	<u>NOTICE</u>	<u>RETENTION</u>	<u>AUTHORITY</u>
3. Individual foster home records for each foster home used by the agency, which includes signed applications and agreements.	W	7 years	HFS 54.04
4. Individual records of studied adoptive applicants	W	7 years	HFS 54.04
5. Personnel records	W	7 years	HFS 54.04
6. Financial reports and audits	W	7 years	HFS 54.04
7. Licensing and certification records for in-home and family care, adult family homes, foster homes, and group foster homes for children; application or other request forms; inspection and observation check lists; correspondence or other documentation relating to licensing or certification; approved license or certificate	W	2 years after the license or certificate is no longer active	
8. Licensing and certification records for above types of facilities where license or certificate was not approved	W	1 year after final action/determination	
9. Adoption records. county agencies providing child welfare services under s. 48.56 or child-placing agencies licensed under s. 48.60 Wis. Stats., should follow the detailed procedures for adoption information search and disclosure detailed in HFS 53.	N/A	Permanent	HFS 53.07(1)
H. Third-party recovery records	W	One year after case closure and microfilming of essential information	

<u>RECORD</u>	<u>NOTICE</u>	<u>RETENTION</u>	<u>AUTHORITY</u>
I. Fraud referral records			
1. Unfounded	W	3 years after determination and microfilming of essential information	
2. Founded – referred to D.A.	W	7 years after determination and microfilming of essential information	
3. Founded - other	W	5 years after determination and microfilming of essential information	

Chapter 901 .22 Systems

Provides reports for all departments and stores information for each department. Files in storage must be maintained pursuant to the guidelines established for the specific departmental records and county-wide records enumerated in this chapter.

Chapter 901 .23 Treasurer/Auditor

A. Bank statements	W	7 years	
B. General receipts and settlement receipts	W	7 years	59.52(4)(a)14., Stats.
C. Municipal tax rolls	N	15 years	59.52(4)(c)2., Stats.
D. Balancing reports	W	3 years	
E. Audit reports	W	indefinite	
F. Accounts payable/detail listing/check register (copies)	W	3 years	
G. General ledger, trial balance	W	7 years	
H. Journal entries, resolutions, general receipts, treasurer's cash	W	3 years	

<u>RECORD</u>	<u>NOTICE</u>	<u>RETENTION</u>	<u>AUTHORITY</u>
I. Budget, vendor listing, general receipts combined payables	W	3 years	
J. Bank reconciliations and cancelled checks	W	7 years	
K. Outstanding checks	W	7 years	
L. Check register	W	7 years	
M. Deposit tickets	W	1 year after audit	
N. Bank credit/debit notices	W	1 year after audit	
O. Cash drawer reconciliations	W	1 year after audit	
P. Tax receipts	W	15 years	59.52(4)(a)14., Stats.
Q. All other receipts of county treasurer	W	3 years	59.52(4)(a)15., Stats.
R. Investment records	W	6 years	
S. All accounts of county and books of account	W	7 years	
T. General Ledger		15 years	

Chapter 901 .24 Unified Services

A. 51.42/437 Treatment records	W	7 years unless minor, then until 19 years of age or 7 years after treatment completed, whichever is longer	HFS 92.12(1)&(2)
1. Undergoing federal or state audit	W	Until completion of audit	HFS 92.12(3)
2. Relating to legal actions	W	Until completion of action	HFS 92.12(4)

<u>RECORD</u>	<u>NOTICE</u>	<u>RETENTION</u>	<u>AUTHORITY</u>
B. Client collection files			
1. Active client records	W	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	HFS 1.06(3)(d)
2. Inactive client records	W	5 years except where liability for inpatient mental health services remains, then 10 years after last transaction posted to record	HFS 1.06(3)(e)
C. Payee records	N/A	Permanent	
D. Case management files	W	7 years	
E. Payee misc. documents	W	3 months after audit	

Chapter 901 .25 Veterans Service Office

A. Regulations	W	Until superseded	
B. Military separation records of veterans	N/A	Permanent	
C. Grave registration files	N/A	Permanent (Suggest microfilm after 6 years)	
E. Veterans' benefit case files	W	2 years after inactive	
F. Wisconsin Department of Veterans' Affairs bulletins	W	Until superseded	

RECORD

NOTICE

RETENTION

AUTHORITY

Chapter 901 .26 The State Historical Society of Wisconsin

SHSW has waived the required statutory 60 day notice under section 19.21(5)(d), Wis. Stats., for records marked "W," which designates waived notice. SHSW must be notified prior to the destruction of records marked "N," which designates non-waiver. Notice is also required for records not listed in this ordinance. "N/A" indicates not applicable and applies to all county records designated for permanent retention.

Chapter 901 .27 Destruction after request for inspection

No requested record may be destroyed until after the request is granted or 60 days after the request is denied. If an action is commenced under section 19.37, Stats., the requested record may not be destroyed until a court order is issued and all rights to appeal have expired. See section 19.35(5), Stats. Any record undergoing state, federal or county audit shall be maintained until completion of the audit.

Chapter 901 .28 Destruction pending litigation

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

Any record pertaining to a legal proceeding shall be maintained until completion of the legal action. 19.35(5), Stats.

Chapter 901 .29 Microfilming, Optical Disc, and Electronic Storage of County Records

Departments may keep and preserve public records through the use of microfilm, optical disk, or electronic storage providing that the applicable standards established in section 16.61 and 16.612, Wis. Stats., respectively, are met. Departments should consider factors such as the retention periods and estimated costs and benefits of converting records between different media in deciding which records to microfilm or store on optical disk. After verification, paper records converted to microfilm, optical disk, or electronic storage should be destroyed. The retention periods identified in this ordinance apply to records in any media.