ORDINANCE NO. 20-02

Public Records Management and Retention Ordinance of Polk County

The County Board of Supervisors of the County of Polk does ordain as follows:

PUBLIC RECORDS MANAGEMENT AND RETENTION ORDINANCE OF POLK COUNTY

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Approval Letter, dated June 3, 2002

I. DECLARATION OF POLICY. The creation and upkeep of records by the agencies and departments of Polk County requires the establishment of policies to regulate the maintenance, retention and disposal of records. The purpose of this chapter is to establish a County records retention schedule and authorize destruction of county records pursuant to a uniform schedule. Records custodians may destroy a records prior to the time set forth in the schedule only if such a record has been reproduced as an original record pursuant to §16.61(17) or §16.612, Wis. Stats. Any record not covered by this ordinance or any other regulation or law shall be retained seven (7) years unless the record is added by amendment to the ordinance and the shorter period is approved by the State Public Records Board.

II. TITLE. This ordinance shall be know and cited as the Public Records Management and Retention Ordinance of Polk County. The Public Records Management and Retention Ordinance of Polk County may be referred to herein as "ordinance" or "the ordinance."

III. HISTORICAL RECORDS. The State Historical Society of Wisconsin (SHSW) has waived the required statutory sixty (60) day notice under §19.21(5)(d) Wis. Stats., for any record marked "W". SHSW must be notified prior to destruction of any record marked "N". Notice is also required for any record not list in this ordinance. "N/A" indicates not applicable and applies to any county record designated for permanent retention.

IV. DEFINITIONS

1. "Legal Custodian" means the individual responsible for maintaining records pursuant to § 19.22 Wis. Stats.

2. "Record" is defined in §19.32(2) Wis. Stats.

V. RETENTION SCHEDULE OF RECORDS

GENERAL RECORDS: The following records are maintained by the various departments in the county and are subject to uniform regulation unless otherwise specified. References to authority are the Wisconsin Statutes 1997-1999, unless otherwise provided. Unless specifically waived by them, the SHSW must receive written notice at least 60 days prior to the destruction of the following records pursuant to §19.21(5)(d). The retention period and authority for each record is as follows:

RECORD	RETENTION	AUTHORITY	W-N-N/A
Contracts, leases, agreements, notices of taking bids	Seven (7) years after the last effective day thereof	§59.52(4)(a)(10)	W
Insurance Policies and Claims			

a. Workers Compensation and Liability Claims b. Personal Liability and General Liability c. Property Damage Claims d. Master Policy Contracts	Twelve (12) years after closure Three (3) years after closure Six (6) years after closure Twelve (12) years after termination		W W W W
Canceled checks	*Seven (7) years	§59.52(4)(a)(16)	W
Receipts	Seven (7) years		W
Accounts payable - purchasing invoices/vouchers/detail listing/vendor listing	Seven (7) years		W
Accounts receivable/receipts	Seven (7) years		W
Receipt Journals	Seven (7) years		W
Vouchers/order register	Seven (7) years		
General journal	*Seven (7) years		N
Construction plans for county buildings & bridges	Life of Structure		N
Blueprints	Until superseded by as-built tracings		N
As-built tracings	Life of Project		N
Personnel Records	See Personnel Records		W
Warranty records	Life of product or end of warranty, whichever occurs first		W
Any record subject to litigation, claim or other action	Until permission to destroy obtained from Corporation Counsel		N/A
Citations (copies)	Two (2) years		W
Correspondence	Three (3) years		W

Purchase Orders	Seven (7) years		W
Bids & proposals, successful	Seven (7) years after contract expiration		W
Bids & proposals, unsuccessful	One (1) year after audit		W
Public Works contracts a. Notice to contractors (1) Successful bidders (2) Unsuccessful bidders	 Seven (7) years Two (2) years		W
b. Bidder's proof of responsibility (1) Successful bidders (2) Unsuccessful bidders	 Seven (7) years Two (2) years		W
c. Bids (1) Successful (2) Unsuccessful bidders	 Seven (7) years after project completion Two (2) years		W
d. Affidavit of organization & authority (1) Successful bidders (2) Unsuccessful bidders	 Seven (7) years after completion of project Two (2) years		W
e. Bid Tabulations	Seven (7) years after completion of project		W
f. Performance Bond	Seven (7) years after completion of project		W
g. Contract	Seven (7) years after completion of project		W
h. Master project files	Twenty (20) years		W

* Time reduced to two (2) years if the original records are maintained in the Clerk or Treasurer's Office.

AGING RECORDS: All financial and programmatic records, supporting documents, statistical records, and other records that 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 the Federal Old American Act (P.L. 89-73) and the Wisconsin Elders Act (§ 46.80) and by the Department of Transportation (§ 85.21).

RECORD	RETENTION	AUTHORITY	W-N-NA
Grant/Contract Records: (As described above)	Three (3) years from the date submitted to WDHFS/ from the last Federal expenditure report for each grant award. *		W
Litigation, claims, audits or other action involving records	Completion of the action and resolution of all issues or three (3) years, whichever is later**		W
Equipment Records	Three (3) years from date of disposition, replacement or transfer.		W
Indirect Cost Rate Proposals and Cost Allocation Plans	Three (3) years from the end of the contract covered by the plan or proposal*		W
Records regarding non-expendable property acquired with Title III or other Federal or State Funds	Three (3) years after sale or disposition *, **		W
Transportation Records and Reports	Five (5) years after final report is submitted for grant award		W

* Such records are related to federal grants and must be maintained for the stated period or current year and 4 back fiscal years (FIS +4 years), whichever is longer.

** In case of litigation, claim, audit or other action involving records concerning non-expendable property, such records may not be disposed until authorization has been obtained from awarding agency to dispose of records.

CHILD SUPPORT RECORDS

RECORD	RETENTION	AUTHORITY	W-N-N/A
Expenditure reports & supporting documentation	Seven (7) years	45 CFR 74.20-74.24	W

Statistical reports & supporting documentation	Seven (7) years	45 CFR 73.20-74.25	N
Client/case records including client/attorney information	Seven (7) years after closure		W
Records of required client notification	Seven (7) years	45 CFR 73.20-74.25	W

CORPORATION COUNSEL RECORDS

RECORD	RETENTION	AUTHORITY	W-N-N/A
Case files/non-litigation	Three (3) years		W
Case files/litigation	Three (3) years after closure or when appeal time has run, whichever is longer or per SCR		W
Legal memoranda	Three (3) years		W
Formal legal opinions	Permanent		W

COUNTY CLERK RECORDS

RECORD	RETENTION	AUTHORITY	W-N-N/A
Notice of tax apportionment received from Secretary of State*	Three (3) years	§59.52(4)(a)(1)	W
Copies of notices of tax apportionment sent to local taxing districts*	Three (3) years	§59.52(4)(a)(2)	W
Lists of Town, City & Village officers certified to County Clerk	After the date of expiration of term listed	§59.52(4)(a)(4)	N
Official bonds*	Six (6) years	§59.52(4)(a)(8)	W
Claims paid by county & supporting papers*	Seven (7) years	§59.52(4)(a)(9)	W

Reports of town treasurers on dog licenses sold & records of dog licenses issued	Three (3) years	§59.52(4)(a)(11)	W
Copies of receipts issued by treasurer	Four (4) years or until audited, whichever is earlier	§59.52(4)(a)(12)	W
Copies of notices to town assessors setting out lands sold & owned by the county	Three (3) years	§59.52(4)(a)(13)	W
Oaths of office	Seven (7) years	§59.52(4)(a)(17)	W
Marriage license applications & supporting papers	Ten (10) years	§59.52(4)(a)(19)	W
Original papers, resolutions, ordinances & reports appearing in county board proceedings	Six (6) years after date of publication	§59.52(4)(b)(1)	N
Committee minutes	Six (6) years after date of publication	§59.52(4)(c)(1)	N
Supervisory district plan & map	Until next apportionment		W
Journal of proceedings	Six (6) years after date of publication		N
Canceled voter registration cards	Four (4) years after cancellation	§7.23(1)(c)	W
Election financial reports; election financial registration statements	Six (6) years	§7.23(1)(d)	W
Registration & poll lists: non-partisan primary or election partisan primary or election non-partisan & partisan before 1940	Two (2) years Four (4) years Notify SHSW	§7.23(1)(e)	W
Federal election records other than registration cards	Twenty-two (22) months	§7.23(1)(f)	W
Detachable recording units & compartments on electronic voting machines	Fourteen (14) days after primary & Twenty-one (21) days after any other election Clear or erase after transfer to a disk or other recording medium	§7.23(1)(g)	W

Disk or other recording medium containing Election financial reports; election financial registration statements	Twenty-two (22) months after date of election	§7.23(1)(g)	W
Any election ballots	Thirty (30) days after election	§7.23(1)(h)	W
Official election canvasses	Ten (10) years after election	§7.23(1)(i)	W
Election notices, proofs of publication & correspondence	One (1) year after date of election unless contested, then by court order	§7.23(1)(j)	W
All other election materials & supplies	Ninety (90) days after election	§7.23(1)(k)	W
Records transferred by a registrant who submits a dissolution report after primary & general elections	Three (3) years after their last election	§10.74(8)(e)	W
All accounts of county & books of account*	Seven (7) years		W
Payroll registers, other payroll reports, & social security & retirement earning reports*	Ten (10) years		W
Withholding allowance certificates, employee wage & tax statements, & other tax records*	Seven (7) years		W
Time cards, attendance records, salary schedule*	Seven (7) years		W
Insurance Claims and Policies*			
a. Workers Compensation Claims and Liability	Twelve (12) years after closure		W
b. General Liability and Property Damage Claims	Six (6) years after closure		W
c. Personal Injury Claims	Three (3) years after closure		W
d. Master Policies	Seven (7) years after termination/expiration		W

Garnishment records*	Seven (7) years		W
Rough work papers used in payroll calculations*	Three (3) years		W
Unemployment compensation records*	Three (3) years		W
Retirement records*	Eight (8) years after end of service		W
Deferred compensation payment records*	Eight (8) years after end of service		W

* Records noted are also Finance Department records. See Finance Department for a complete listing of Finance Department Records subject to this ordinance.

COURT RECORDS (Circuit Courts, Court Commissioner, Clerk of Court, Register in Probate) All records maintained by the Clerk of Court, Register in Probate, Juvenile Court relating to Juvenile Court matters, and the Family Court Commissioner shall be retained in compliance with Supreme Court Rules chapter 72. Records not specified therein of a general county-wide nature shall be retained pursuant to General Records, Section 1 of this ordinance.

RECORD	RETENTION	AUTHORITY	W-N-N/A
Records of child in shelter care	Until child's twenty-first (21) birthday except permanent register of names of children & dates of admission & release	HSS 59.07(3)(b)	W
Juvenile secure facility records	Ten (10) years after eighteenth (18) birthday	HSS 346.13 & SCR 72	W

DATA PROCESSING RECORDS. Provides information technology services for departments and stores records information electronically for departments. Record information stored electronically must be maintained pursuant to the guidelines established for the specific departmental records and county-wide records enumerated in this chapter. Where no other departmental guidelines apply, the below-guidelines control.

RECORD	RETENTION	AUTHORITY	W-N-N/A
Daily Back-ups	Fifteen (15) business days		N/A
Separate Friday Back-ups Quarterly Back-ups	Twenty (20) business days One (1) year		N/A N/A
Annual Back-ups	Ten (10) years		N/A
Special Back-ups (end of tax processing, etc...)	Seven (7) years		N/A
Telephone records: *** System call records System back-up records	 Six (6) months Fifteen (15) days		N/A

*** Telephone Records, including telephone service and maintenance are in the possession of the Parks, Buildings and Solid Waste Department. The remaining Data Processing Records are in the control of the Information Technology Department.

DISTRICT ATTORNEY AND VICTIM WITNESS RECORDS. District Attorney records are governed by state record retention schedules - Reference RDA #'s 475/142 through 475/148. Call the Public Records Board at 608-266-2996 or the State Prosecutors Office at 608-267-2700 for information on retention and disposal of these records.

EMERGENCY MANAGEMENT RECORDS

RECORD	RETENTION	AUTHORITY	W-N-N/A
Federal Emergency Management Agency Grants	Seven (7) years		W
State SARA Title III Grants	Seven (7) years		W

Emergency Response Plans	Until updated		W
Emergency Planning and Community Right to Know Act (EPCRA)	Five (5) years		W
United States Department of Justice Terrorism Grants	Seven (7) years		W
Emergency Food & Shelter National Board Program Grants	Three (3) years		W

FINANCE RECORDS

RECORD	RETENTION	AUTHORITY	W-N-N/A
All accounts of county & books of account	Seven (7) years		W
General ledger	Fifteen (15) years		N
Bank statements	Four (4) years		W
Official Bonds Canceled bonds, coupons & promissory notes	Six (6) years Until audited	§ 59.42 (4)(a)(8)	W W
Bond & coupon record book, general obligation bonds	Thirty (30) years after bond issue expires or following payment of all outstanding matured bonds, notes, coupons, whichever is later		W
Balancing reports	Four (4) years		W
Payroll registers, other payroll report, & social security & retirement earnings reports	Ten (10) years		W
Withholding allowance certificates, employee wage & tax statements, & other tax records	Seven (7) years		W

Time cards, attendance records, salary schedule	Seven (7) years		W
Copies of claims paid and supporting papers	Seven (7) years	§ 59.42(4)(a)(8)	W
Insurance Claims and Policies:			
a. Workers Compensation and Liability Claims	Twelve (12) years after closure		W
b. General Liability and Property Damage Claims	Six (6) years after closure		W
c. Personal Injury Claims	Three (3) years after closure		W
d. Master Policy Contracts	Seven (7) years after termination /expiration		W
e. Other Insurance Records	Seven (7) years		W
Garnishment records	Seven (7) years		W
Rough work papers used in payroll calculations	Three (3) years		W
Unemployment compensation payment records	Three (3) years		W
Retirement records	Eight (8) years after end of service		W
Deferred compensation payment records	Eight (8) years after end of service		W
Equipment & furnishings inventories	Until superseded		W
Property inventory	Until superseded		W
Investment records	Six (6) years		W
Notices of tax apportionment from Secretary of State	Three (3) years		W

Copies of notices of tax apportionment sent to local taxing districts by County Clerk	Three (3) years		W
Illegal tax certificates charged back to local tax districts	Three (3) years after charging back		W
Check register/treasurer cash	Seven (7) years		W
Journal entries & any audits or journal entries	Seven (7) years		W
General ledger, trial balance	Seven (7) years		W
Inventory	Until superseded		W
Budget, vendor listing, payables	Current Fiscal Year and Four (4) Back Fiscal Years*		W

* Such records maybe related to federal grants and must be maintained for the current year and 4 back fiscal years (FIS +4 years).

FORESTRY RECORDS

RECORD	RETENTION	AUTHORITY	W-N-N/A
Master park plan (Five (5) year plan)	Until superseded		N/A
Aerial photographs	Permanent		N/A
Committee agendas & summaries	Six (6) years		N
Citation & park patrol records	Two (2) years		W
Guidebooks & trail information	Until updated or no longer useable		W
Wisconsin Conservation Corps projects/crew information	Three (3) years		W
Annual work plans	Five (5) years		W
Dam information	Permanent		N/A

Equipment & vehicle registration reports	Until equipment & vehicles disposed of		W
General information	Until updated		W
Land use permits, easements	Permanent		N/A
Land acquisition - deeds, abstracts	Permanent		N/A
Timber sale contracts (bid openings, etc..)	Seven (7) years		W
Construction contracts	Seven (7) years		W
County forest plan (Ten (10) year plan)	Ten (10) years		N
Records of bounty claims forwarded to DNR	One (1) year	§59.52(4)(a)(3)	W
DNR agreements	Seven (7) years		W

GOLDEN AGE MANOR RECORDS: The records of Golden age Manor are kept at the Golden Age Manor Nursing Home. The Golden Age Manor Guidelines For Records Retention is incorporated herein with the exception of provisions pertaining to Personnel Records. All personnel records, including those records of Golden Age Manor personnel, shall be kept in accordance with the Personnel Record schedule set forth herein. Golden Age Manor is responsible, however, for maintaining personnel records of its employees.

RECORD	RETENTION	AUTHORITY	W-N-N/A
1. Medical Records			
Current Residents	Maintain as Active Medical Record		N/A W
Discharged or Deceased Resident	Five (5) years from date of discharge or death		
Records for Minors	Three (3) years after date of majority, unless minor remains as current resident, then active.		W

Identification of Patient; Final Diagnosis; Physician; Admission Notes; and Discharge Records	Permanent		N/A
Powers of Attorney and Advance Directives	Five (5) years after discharge or death		W
Court Documents: Guardianship, Protective Placement or Commitment Orders	Five (5) years after discharge or death		W
Medicare or Medicaid Records	Five (5) years after the month on which reports are filed with intermediary		W
2. Facility Records			
Contracts, bonds, bills of sale, leases, promissory notes and other contracts	Six years (6) after date of Performance		W
Real Estate Documents	Permanent		N/A
Toxic Waste Records	Three (3) years, unless matter is in litigation, then retain Three (3) years after resolution.		W
Dietary Records, including menus and therapeutic diet	Two (2) years		W
Staffing Records: work schedules and times worked.	Two (2) years		W
Safety Test Records: Fire Detection; Alarms; and Extinguishment.	Two (2) years		W

Resident Census: Weekly Census including number of residents and required level of care.	Two (2) years		W
Professional Consultation Records	Two (2) years		W
In-service and Orientation Program.	Two (2) years		W
Transfer Agreements	Two (2) years		W
Fund and Property Statements	Two (2) years		W
Court Orders and Consent Forms, other than those listed above.	Two (2) years		W
3. Medical Assistance Provider Records			
Medical Records	Five (5) years; unless provider is a rural health clinic, then retain for Six (6) years.		W
Financial records	Five (5) years; unless provider is a rural health clinic, then retain for Six (6) years.		W
Payroll ledgers, cancelled checks, bank deposit slips and other accounting records prepared by provider.	Five (5) years; unless provider is a rural health clinic, then retain for Six (6) years.		W
Billings to MA, Medicare, third-party insurer or recipient for services provided to recipient.	Five (5) years; unless provider is a rural health clinic, then retain for Six (6) years		W
Usual and Customary Charges to recipients and payers.	Five (5) years; unless provider is a rural health clinic, then retain for Six (6) years.		W

Provider's appointment book and schedules for supervision	Five (5) years; unless provider is a rural health clinic, then retain for Six (6) years		W
Billing claim forms	Five (5) years; unless provider is a rural health clinic, then retain for Six (6) years		W
Records showing ownership and controlling interest in provider.	Five (5) years; unless provider is a rural health clinic, then retain for Six (6) years		W
Employee Records	Throughout period of employment for current employees and until Five (5) years after termination of employment for persons employed within past five (5) years.		W

HEALTH DEPARTMENT RECORDS

RECORD	RETENTION	AUTHORITY	W-N-N/A
1. Administrative Records			
Mission Statement, philosophy, purpose	Seven (7) years	§19.21	W
Agency goals, objectives short & long- term strategic plans	Seven (7) years	§19.21	W
Agency evaluation	Seven (7) years	§19.21	W
Job descriptions, other personnel records	Seven (7) years	§19.21	W

Incident/Injury Reports	Seven (7) years/ One (1) year after settlement	§19.21	W
Inventories: facility & equipment	Seven (7) years	§19.21	W
Program policies, procedures	Seven (7) years	§19.21	W
Daily activities reports	Seven (7) years	§19.21	W
Fiscal records, accounting, billing, budget	Seven (7) years	§19.21	W
Grants	Seven (7) years or unless otherwise specified		W
Inventory or non-expendable personal property	Seven (7) years after disposal of property	§19.21	W
Meeting Agendas/Minutes	Seven (7) years	§19.21 WS	W
Taped Meeting Minutes	Ninety (90) days from date of approval and publication	§19.21 WS	W
Annual Reports	Permanent		W
General Correspondence	Seven (7) years		W
W.I.C.	Three (3) full fiscal years plus one hundred-fifty (150) days	7 CFR § 246.25	W
2. Client and/or Family Care Records			
Birth Certificate Information	Not longer than one (1) year	§69.20(3)(c)	W
Client Record/Patient Care Record	Seven (7) years, records of minors will be retained seven (7) years after minor reaches 18 years of age.	§19.21	W
Family Care Record	Seven (7) years, records of minors will be retained seven (7) years after minor reaches 18 years of age.	§19.21	W

Health Check/Well Child	Seven (7) years, records of minors will be retained seven (7) years after minor reaches 18 years of age.	§19.21	W
Short Term Record	Seven (7) years, records of minors will be retained seven (7) years after minor reaches 18 years of age.	§19.21	W
Care Coordination	Seven (7) years, records of minors will be retained seven (7) years after minor reaches 18 years of age.	§19.21	W
Home Care Records	Six (6) years after the month the cost report is filed with the intermediary. Records to be maintained for six (6) years even if Home Health Care discontinues program.		W
3. Communicable Disease Records			
Immunization Record	Permanent	§19.21	N/A
Signature of person to receive vaccine or person authorized to make request for immunization	Permanent		N/A
Immunization Administration Record – Adverse Reaction Record	Permanent	National Childhood Injury Act of 1986, s. 2125 PHS Act at 42 U.S.C. §300aa-25 (Supp.1987)	N/A
Communicable Disease Reports (4151) - Local Copy (Original to State Epidemiologist)	Seven (7) years, records of minors will be retained five (5) years after minor reaches 18 years of age.		W

STD Report (4343) - Local copy (Original to State Epidemiologist)	Seven (7) years, records of minors will be retained five (5) years after minor reaches 18 years of age.		W
Communicable Disease Outbreak Records [DOH 4142 (Rev. 8/86) & is complete DOH 9081] (Original to State Epidemiologist)	Until investigation is complete		W
Hep. B/TB Case Records	Thirty (30) years beyond severance		W
4. Community Education			
Curriculum	Seven (7) years		N
Educational Materials	Seven (7) years		N
Program Materials	Seven (7) years		N
Evaluation	Seven (7) years		N
5. Environmental Health Records			
Licensed Establishments Inspection Reports	Three (3) years		W
Variance Approvals	Permanent		W
On-Site Waste	Hold until system is abandoned		W
Well/Septic Permits	Hold until system is abandoned		W
Water Sample Reports	Seven (7) years		W
Health Hazard Investigations	Seven (7) years		W

HIGHWAY RECORDS

RECORD	RETENTION	AUTHORITY	W-N-N/A
Machinery, time sheets	One (1) year after machinery replaced		W
Permits	Permanent		N/A

State gas reports	Three (3) years		W
Accident reports (copies)	Three (3) years		W
Insurance reports (copies)	Three (3) years		W
Stock control records	Two (2) years		W
Fuel usage records	Two (2) years		W
Heavy equipment & vehicle inventory ledger	Until superseded		W
Vehicle maintenance histories	Life of vehicle		W
Vehicle usage reports	Two (2) years		W
Drug & Alcohol testing records	Two (2) years		W

HUMAN SERVICES RECORDS (This is the §46.23 and § 51.42 Boards (Administration, Accounts Receivable, Business Office, Mental and Behavioral Health Services (AODA), Adolescent Services, Adult Services, Child Protection, Economic Support, Management Support, Fiscal Support)

RECORD	RETENTION	AUTHORITY	W-N-N/A
1. Administrative Records			
Mission statement, philosophy, purpose	Seven (7) years	§19.21	W
Agency goals, objectives, short & long-term strategic plans	Seven (7) years	§19.21	W
Agency evaluations	Seven (7) years	§19.21	W
Job descriptions, other personnel records	Seven (7) years	§19.21	W
Job applications	One (1) year from date of receipt		W
Personnel complaint files	One (1) year		W

Incident/Injury Reports	Seven (7) years/One (1) year after settlement		W
Inventories: facility & equipment	Seven (7) years from date of date of disposition or superceded	§19.21	W
Program policies, procedures	Seven (7) years	§19.21	W
2. Fiscal records, accounting, billing, budget	Seven (7) years after approval & publication	§19.21	W
Grants	Seven (7) years after disposal of property	§19.21	W
Inventory or non-expendable personal property	Seven (7) years	§19.21 WS	W
Meeting Agendas/Minutes	Seven (7) years	§19.21 WS	W
Annual Reports	Permanent		W
General correspondence	Seven (7) years		W
Ch. 49 case records & other materials of all public assistance kept as required	If no payments have been made for at least three (3) years & a face sheet & financial record or payments for each aid account are preserved in accordance with rules adopted by DHSS, set out below	§59.52(4)(a)18	N
a. Open public assistance case records:			
(1) All data forms: case determination sheets worksheets; medical assistance certification sheets; sheets which document the verification of changeable items, such as income or health status; correspondence to & from applicants & recipients; and any other document needed to	Keep for most recent six (6) year period	HSS §245.03(1)(a)	W

support income maintenance agency decisions			
(2) Sheets which document the verification of unchangeable items, such as social security numbers, birth dates & citizenship	As long as case is open	HSS §245.03(1)(b)	W
(3) Financial record for all payments not on file in CRN	As long as case is open	HSS §245.03(1)(c)	W
b. Closed public assistance cases and denied cases:			
(1) Records specified in 1.a (1) above	Thirty-six (36) months following the date of closing	HSS §245.03(2)(a)	N
(2) Most recent data form, records specified in 1.a(2) above & materials relating to any lack of cooperation on the part of the recipient	Six (6) years from date of closing	HSS §245.03(2)(b)	N
(3) Most recent data form & record specified in 1.a(2) above	Thirty-six (36) months from date of denial	HSS §245.03(2)(c)	W
3. Fraud referral records			
a. Unfounded	Three (3) years after determination; recommend microfilming essential information	HSS §245.03	W
b. Founded - referred to D.A.	Seven (7) years after determination; recommend microfilming essential information	HSS §245.03	W
c. Founded – other	Five (5) years after determination; recommend microfilming essential information	HSS §245.03	W
4. Third-party recovery records	One (1) year after case closure; recommend		W

	microfilming essential information		
5. W-2 Wisconsin Works participant Records	Retain closed W-2 participant records for a minimum of seven (7) years from the last date of JOBS eligibility	DHSS Admin. Memo 94-18	W
6. Social Security Case Files			
a. State required case documentation; initial contact sheet; notice of agency action; social services fact sheet; social services agreement; social services narrative; financial information; any other records documenting client eligibility & activity	Seven (7) years after case is closed	DHSS Memo 82-1A	W
b. State required & county developed case documentation; assessment or diagnostic forms; records & narratives; social & medical histories; copies of court reports pertinent to case; release of information forms; client or service agreements; forms & documentation of eligibility or financial status	Seven (7) years after case is closed	DCS Memo 92-12	W
c. Social service records for cases opened for services; applications; referral actions not resulting in case opening; miscellaneous requests correspondence about individual clients from consumer & other agencies which do not result in case opening	One (1) year after final action/determination	DCS Memo 92-12	W
7. Protective Payee records	Seven (7) years		W
8. Case management files	Seven (7) years		W
9. Payee miscellaneous documents	Three (3) months after audit		W

	completed		
10. Child-placing agency records			
a. A register identifying information about children accepted for service or placement	Permanent	HSS §54.05(2)(a)1	N/A
b. Individual case records for each child served & his/her family	Seven (7) years after case closed		W
c. Individual foster home records for each foster home used by the agency, which includes signed applications & agreements	Seven (7) years		W
d. Individual records of studied adoptive applicants	Seven (7) years		W
e. Licensing & certification records for in-home & family day care; adult family homes; foster homes; & group foster homes for children; application or other request forms; inspection & observation check lists; correspondence; other documentation relating to licensing or certification; approved license or certificate	Two (2) years after the license or certificate is no longer active	DCS Memo 92-12	W
f. Licensing & certification records for above types of facilities where license or certificate was not approved	One (1) year after final action/determination	DCS Memo 92-12	W
g. Adoption records; county agencies providing child welfare services under § 48.56 or child-placing agencies licensed under § 48.60, should follow the detailed procedures for adoption information search & disclosure	Permanent	HSS 53.07(1)	N/A

detailed in HSS 53			
11. Third-party Recovery records	Seven (7) years		W
12. Mental Health, Developmental Disabilities and AODA Records	Ten (10) years after treatment, unless:	HSS 92.12	
	a. If person is a minor, until person becomes 19 or ten (10) years after treatment, whichever is longer.	HSS 92.12	W
	b. Any record undergoing federal or state audit shall be maintained until completion of audit.	HSS 92.12	W
	c. Records regarding legal actions shall be maintained until completion of legal action.	HSS 92.12	W
	d. Billing or Collection Records on active files shall be maintained as long as files are active*	HFS 1.06(3)(d)	W
	e. Inactive client files shall be maintained for five (5) years	HFS 1.06(3)(e)	W
	f. Inactive inpatient mental health services where debt is owed shall be maintained for ten (10) years	HFS 1.06(3)(e)	W

13. Additional Mental Health and AODA Information	Discontinuation or acquisition by another program/ Consistent with requirements of agreement**	42 CFR Part 2 Subpart B 2. 19	W

* A file remains active as long as a debt is owed. An inpatient mental health services file may be placed on inactive status when third-party sources are exhausted and it has been determined that responsible parties are permanently unable to pay or that there is an unlikelihood of a future ability to pay.

**Statutory and administrative code provisions provide a retention period of 7 years. A retention agreement made with Barron County, Burnett County, Polk County, Rusk County and Washburn County for records from Northern Pines Community Programs extends the retention to 10 years. All such records shall be retained for 10 years to maintain uniformity.

LAND INFORMATION RECORDS

RECORD	RETENTION	AUTHORITY	W-N-N/A
Assessors plats	Permanent		N/A
Water quality approval letters	Permanent		N/A
Parcel maps for tax records	Until superseded		W
Hauler licenses/applications	Two (2) years after renewal		W
County Development Plan	Until superseded		N
Land Information Plan	Until superseded		N
Report of functional jurisdiction of roads	Ten (10) years or until next report received		W
Certified mileage lists	Until next list received		W
Town plats	Three (3) years		W
Aerial photographs	Until superseded		N
Award of damage for scenic rights	Until recorded		W
Relocation orders/maps	Retain latest revision for each project		W

Waste Management Plan	Until superseded		W

MEDICAL EXAMINER RECORDS

RECORD	RETENTION	AUTHORITY	W-N-N/A
Homicide or suspicious death investigation case files	Seventy-five (75) years		N
Other investigation case files	Seven (7) years unless subject litigation & then until litigation resolved		W

PARKS, BUILDINGS, MAINTENANCE AND SOLID WASTE RECORDS

RECORD	RETENTION	AUTHORITY	W-N-N/A
Blueprints	Permanent or until building disposed of		N/A
Construction files, shop drawings	Permanent		N/A
Equipment & machine maintenance records			W
Equipment & furnishings' inventories	Until superseded		W
Property inventory	Until superseded		W
Receipts from County Treasurer	Current Fiscal Year and Four (4) Back Fiscal Years *		W
Keying List/Access Cards	Permanent or until superseded		W
Material data sheets - non toxic substances - toxic substances	Seven (7) years after product used up Thirty (30) after product used in the workplace		W

Telephone records: Systems call records System Back-up records	 Six (6) months Fifteen (15) days		 N/A N/A
Security Files/Incident Reports	Five (5) Years		N/A

* Such records may relate to federal grants and must be maintained for the current year and 4 back fiscal years (FIS +4 years).

PERSONNEL RECORDS

RECORD	RETENTION	AUTHORITY	W-N-N/A
Department Training Records including inservice records	Seven (7) years		W
Performance Evaluations	Six (6) years		W
Medical Records	Duration of employment, plus 30 years		W
Worker's Compensation Records	Accidents – Twelve (12) years from the date of injury, death or date of last payment of compensation, whichever is later Occupational Diseases - Permanent		W N/A
Benefit Records from Worker's Compensation	Seven (7) Years		W
Benefit Records from Unemployment Compensation	Six (6) years		W
Benefit Records from Leave Plans, including Family and Medical Leave Act	Three (30 years, except in cases where there is a filed charge of discrimination, then all records related to charge retained until final disposition of charge		W

Benefit Records from Pensions, including plans, descriptions, vouchers, and Retirement Earnings Reports	Ten (10) years		W
Employment Applications	Current Employees – Entire term of employment, plus three (3) years All Other Applicants – Two (2) years		W W
ADA Records	Two (2) years after record is created except in cases where there is a filed charge of discrimination. All records relating to the charged action shall be retained until final disposition of the action or charge.		W
OSHA Records and Forms	Seven (7) years		W
Employee Health Hazard Records; employee exposure to hazardous and toxic substances; blood borne pathogens, including training records	Duration of employment, plus Thirty (30) years		W
Master Safety Data Sheets	Seven (7) years		W
Certificates of Handicapped Workers paid at Minimum Wage	Two (2) years except in cases where there is a filed charge of discrimination. All Records relating to charge or action shall be retained until final disposition of charge or action		W

EEO-4 Reports	Three (3) years except in cases where there is a filed charge of discrimination. All Records relating to charge or action shall be retained until final disposition of charge or action.		W
Wage and Hour Records: Time cards; compensation schedules; work schedules; order, shipping and billing records; adjustment records to pay; all employee purchase orders; assignments made by employees; copies of adjustment statements	Six (6) years		W
WT-4 Records	Permanent		N/A
Obsolete Job Descriptions and Personnel or Employment records made or kept, whether solicited or unsolicited, including, but not limited to I-9 Forms, records and decisions on hiring, promotion, demotion, transfer, layoff, or termination, terms of compensation, or selection for training	Duration of employment, plus Three (3) years, except in cases where there is a filed charge of discrimination. All personnel records relating to charge or action shall be retained until final disposition of charge or action		W
Union Contracts and grievance, mediation, arbitration records	Permanent		N/A
Individual employee personnel files	Duration of employment, plus 6 years except in cases where there is a filed charge of discrimination. All Records		W

	relating to charge or action shall be retained until final disposition of charge or action		
Amended or Rescinded Directives, Policies and Procedures	Six (6) years after amendment or rescission		W

REGISTER OF DEEDS RECORDS: In addition to the below-stated records and retention schedules, Polk County , by specific adoption, does hereby incorporate by reference and attachment of Attachment A, the General Records Retention Schedule for Register of Deeds , as established by the Public Records and Forms Board and the State Historical Society.

RECORD	RETENTION	AUTHORITY	W-N-N/A
Deeds	Permanent or listing of when & where recorded		N/A
Certified surveys	Permanent		N/A
Plats	Permanent		N/A
Obsolete documents pertaining to chattels, including final books of entry	Six (6) years with county board approval	See County Board Resolution No. 19 (1980)	W

SHERIFF RECORDS

RECORD	RETENTION	AUTHORITY	W-N-N/A
1. Process Division:			
a. Attorney letters	Seven (7) years		W
b. Form 50's	Seven (7) years		W
c. Transport records	Seven (7) years		W
d. Proof of Service	Seven (7) years		W
e. Correspondence instructing civil process service	Seven (7) years		W

f. Process receipt print-outs	Seven (7) years		W
g. Process deposit receipts	Seven (7) years		W
2. Jail Division:			
a. Dockets, daily jail records	Eight (8) years	§59.27(8)	N
b. Cash books	Eight (8) years		W
c. Check books	Seven (7) years		W
d. Ledger sheets	Seven (7) years		W
e. Account work sheets	Seven (7) years		W
f. Meal books	Seven (7) years		W
g. Canteen sheets	Seven (7) years		W
h. Visit log	Seven (7) years		W
i. Menus	Seven (7) years		W
j. Jail billing	Eight (8) years	§59.27(8)	W
k. Bond receipts	Eight (8) years	§59.27(8)	W
l. Daily bond	Eight (8) years	§59.27(8)	W
m. Inmate files: Disciplinary forms Huber revocation forms Employer information forms Employer job search Verification sheets Court Orders	Eight (8) years after release of inmate	§59.27(8) DOC 348.09(1) DOC 348.09(3)	W
n. Daily work location forms	Eight (8) years	§59.27(8)	W
o. Inmate daily activity log forms	Eight (8) years	§59.27(8)	W
p. Exercise logs	Eight (8) years	§59.27(8)	W
q. Telephone logs	Eight (8) years	§59.27(8)	W
r. Huber rules forms	Eight (8) years	§59.27(8)	W
s. Jailer logs	Eight (8) years	§59.27(8)	W
t. Daily cell block check sheets	Eight (8) years	§59.27(8)	W

u. Medical records	Eight (8) years	§59.27(8) DOC 348.09(2)	W
v. Booking sheets	Permanent		N/A
3. Detective Division			
a. Ordinance violation citation	Two (2) years		W
b. Arrest records	Eight (8) years	§59.27(8)	W
c. Incident records	Ten (10) years	§59.27(8)	W
d.. Evidence cards	Ten (10) years	§59.27(8)	W
4. Patrol Division			
a. Uniform traffic citations	One (1) year after closed, disposed or canceled		W
b. Work schedules	Seven (7) years		W
c. Wisconsin accident reports	Eight (8) years	§59.27(8)	W
5. Dispatch			
a. Incident record	Ten (10) years		W
b. Telecommunicator's radio	One hundred-twenty (120) days		W
c. Audio tapes	One hundred-twenty (120) days		W

SURVEYOR RECORDS

RECORD	RETENTION	AUTHORITY	W-N-N/A
U.S. Geological survey maps	Until next set of maps received		W
Section Corner Monument Location documentation Town Monument Certification	Permanent Until changed or updated	§59.45 §59.60 §59.63(2b)(7) §60.84(2), (3), (4) §60.84(4)	N/A
Bulkhead Line Maps	Until changed or updated	§30.11(3)	N/A

Official Map Certification	Until changed or updated	§62.23(6)(b)	N/A
Annexation/Detachment Plats	Until changed or updated	§66.021(8); §66.022	N/A
Assessor's Plat	Until changed or updated	§70.27	N/A
County Highway Widening Plan	Until changed or updated	§157.07(5)	N/A
Cemetery Plats Cemetery Plat Court Orders	Until changed or updated Until changed or updated	§157.07 §157.07(5)	N/A
Subdivision Plats Subdivision Replats Subdivision Plat Court Orders	Until changed or updated Until changed or updated Until changed or updated	§236.25 §236.36 §236.44	N/A
Correction Instruments	Until changed or updated	§236.295	N/A
Certified Survey Maps	Until changed or updated	§236.34	N/A
Condominium Instruments	Until changed or updated	§703.07	N/A
Property Survey Maps	Until changed or updated	A-E 7.05(7)	N/A
PLSS Monument Records	Until changed or updated	A-E 7.08(1)	N/A

TAX LISTER

RECORD	RETENTION	AUTHORITY	W-N-N/A
Crop reports by local assessors	Three (3) years	§59.52(4)(a)(5)	N
Mill rates from towns	Two (2) years		W

TREASURER RECORDS

RECORD	RETENTION	AUTHORITY	W-N-N/A
General receipts & settlement receipts	Seven (7) years	§59.52(4)	W
Municipal tax rolls	Fifteen (15) years	§59.52(4)(c)(2)	N

Final real property assessment roll	Fifteen (15) years except that no assessment roll containing forest crop acreage may be destroyed without prior approval of the secretary of revenue	§59.52(4)(c)	N
Balancing reports	Current Fiscal Year and Four (4) Back Fiscal Years *		W
Audit letters	Current Fiscal Year and Four (4) Back Fiscal Years *		W
Accounts payable/detail listing/check register (copies)	Current Fiscal Year and Four (4) Back Fiscal Years *		W
Journal entries, resolutions, general receipts, treasurer's cash	Current Fiscal Year and Four (4) Back Fiscal Years *		W
General receipts combined	Current Fiscal Year and Four (4) Back Fiscal Years *		W
Bank reconciliations	Current Fiscal Year and Four (4) Back Fiscal Years *		W
Outstanding checks	Current Fiscal Year and Four (4) Back Fiscal Years *		W
Check register	Current Fiscal Year and Four (4) Back Fiscal Years *		W
Deposit Tickets	Current Fiscal Year and Four (4) Back Fiscal Years *		W
Bank credit/debit notices	Current Fiscal Year and Four (4) Back Fiscal Years *		W
Cash drawer reconciliations	Current Fiscal Year and Four (4) Back Fiscal Years *		W
Illegal tax certificates charged back to local taxing district	Current Fiscal Year and Four (4) Back Fiscal Years *	§59.52(4)(a)(6)	W
Notices of application for taking of tax deeds & certification of non-occupancy, proofs of service & tax certificates filed.	Fifteen (15) years	§59.52(4)(a)(7)	W

Tax receipts	Fifteen (15) years	§59.52(4)(a)(14)	W
All other receipts of county treasurer	Seven (7) years	§59.52(4)(a)(15)	W
Certified special assessment roll	After assessment collected or seven (7) years, whichever is longer		W
Statement of new special assessments	Five (5) years		W
Special assessment payment register	Until all assessments collected or seven (7) years, whichever is longer		W
All accounts of county & books of account	Seven (7) years		W
General ledger	Fifteen (15) years		N
Bank Statements	Four (4) years		W
Balancing reports	Four (4) years		W
Investment records	Six (6) years		W

* Such records may relate to federal grants and must be maintained for the current year and 4 back fiscal years (FIS +4 years).

UNIVERSITY EXTENSION

RECORD	RETENTION	AUTHORITY	W-N-N/A
Farmland Preservation Certifications*	Seven (7) years		W

VETERANS SERVICE RECORDS

RECORD	RETENTION	AUTHORITY	W-N-N/A
Regulations	Until superseded		W
News releases	Two (2) years		W
Grave registration files (copies)	Permanent (suggest microfilm after Six (6) years)		N
Veteran's benefit case files	Two (2) years after death, if no dependants		W
Military separation records of veterans	Permanent		N/A
Wisconsin Department of Veterans' Affairs bulletins	Until superseded		W

ZONING RECORDS

RECORD	RETENTION	AUTHORITY	W-N-N/A
Zoning Map	Permanent		N/A
Zoning Committee records	Permanent		N/A
Wetland & Flood plain preservation maps	Permanent		N/A
Permit applications	Permanent		N/A
Inspection reports for sanitary	Permanent		N/A
Permit records	Permanent		W
Board of Adjustment decisions & supporting documentation	Permanent		N/A
Receipt Books	Seven (7) years		W
Video Tapes	Three (3) years		W

VI. MOVEMENT OF RECORDS IN EMERGENCY. In the event of a natural or otherwise occurring disaster or emergency, the County Clerk shall have the authority to remove any essential records from their customary or designated location and store them in an alternate location whether within or outside Polk County. The County Clerk shall give due consideration to schedules and other requirements of records maintenance contained in this ordinance.

VII. DESTRUCTION AFTER REQUEST FOR INSPECTION. No requested record may be destroyed until after the request is granted or Sixty (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 appeals have been completed. See Section 19.35(5), Stats.

VIII. DESTRUCTION PENDING LITIGATION. No record subject to pending litigation shall be destroyed until the litigation has been resolved.

IX. MICROFILMING OR OPTICAL DISK STORAGE OF DEPARTMENT RECORDS. Upon Board resolution, Departments may keep and preserve public records through the use of microfilm or electronic format storage providing that the applicable standards established in Sections 16.61(7) and 16.612, Stats., respectively are met. Departments should consider factors such as retention periods and estimated costs and benefits of converting records between different media in deciding which records to microfilm or store on electronic format. After verification, paper records converted to either microfilm or electronic format should be destroyed only after notification to the State Historical Society of Wisconsin, where applicable. The retention periods identified in this ordinance apply to records in any media.

X. SEPARABILITY CLAUSE. Should any provision of this Ordinance be held invalid, or unconstitutional. It is intended that all the provisions of this Ordinance have effect separately, and that such holding of invalidity, or unconstitutionality, of one provision of this Ordinance, shall not affect the validity of the other provisions of this Ordinance.

XI. REVIEW AND APPROVAL BY PUBLIC RECORDS AND FORMS BOARD. This chapter has been reviewed and approved by the Public Records and Forms Board on May 29, 2002. The June 3, 2002 letter of Approval of the Public Records and Forms Board is attached hereto and incorporated herein.

XII. CERTIFICATION AND EFFECTIVE DATE. The retention periods comply with existing state laws as of Wisconsin Statutes 1997-98. It is recommended that local governments consult the latest federal and state regulations to ensure compliance with federal regulations that may be a variance with the schedule and to ensure compliance with any changes in the laws.

XIII. ATTACHMENT A

Permanent Records Schedule of the Register of Deeds

The following records are recommended for permanent retention in the Register of Deeds office. Therefore, notification to the State Historical Society is not applicable. If, however, you wish to dispose of any of these records series, the State Historical Society must be notified of this action.

RECORDS SERIES	RETENTION & AUTHORITY
Annexation of territory by a city or village: related records	s. 66.021 (8)(a)(e) 66.023 (10)
Annulment, divorce or legal separation judgement which affects title to real estate or liability for payment of support or maintenance	s. 767.255 767.40 (2)
Appointment of any guardian or conservator appointed in any other state, district, territory or country together with a duly authenticated copy of the appointment of the special guardian of such minor or incompetent person	s. 786.25 (3)
Armed forces: registration of all county persons who died in the services of the U.S. armed forces	s. 45.35 (a)
Articles of incorporation and amendments for mutual associations	s. 215.71 (3)
Articles of incorporation for capital stock associations and amendments	s. 215.61 (3)
Articles of incorporation for banking corporation and amendments	s. 221.03 (3)
Articles of incorporation; charter or patent of incorporation; certificate or organization or association of any corporation or joint stock company, articles of association or organization of any corporation; certificate or resolution for the purpose of amendment; every amendment in any form of the charter, patent, certificate or articles of association or organization or of the name, corporate powers or purposes of any corporation	s. 891.20
Assessors' plats and amendments	s. 70.27 (2)(8)
Authorization to execute conveyances on behalf of a private corporation	s. 706.03 (3)
Bulkhead line, establishment of or reestablishment of an existing bulkhead line along shore of navigable waters: map, description and ordinance	s. 30.11 (3)
Business partnership agreements, amendments, articles of dissolution	s. 178.39

Cemetery association (non-profit) certification resolutions and copy of proceedings	s. 157.062 (9)
Cemetery plat or map, records: order authorizing the vacating or replatting of the lands, record of a cataloged burial site	s. 157.07 (1) 157.07 (5) 157.70 (2)(i)
Census schedules	
Certificate of authorization to exercise fiduciary powers	s. 221.04 (6)
Certificate of conversion from a mutual association to a stock association or from a mutual savings and loan holding company to a stock savings and loan holding company.	s. 215.58 (3)
Certificate reorganizing a mutual association as a mutual savings and loan holding company	s. 215.59 (1)(g)
Certificates of conversion from a mutual savings bank to a stock savings bank	s. 214.685 (5)
Certified survey map and corrections of	s. 236.34 (1) 236.295 (1)
Chattel mortgages	
City condemnation and acquisition of property by cities; including report and plan of improvement, common council resolutions related to property	s. 32.55 (3) 32.56 (2) 32.57 (7)(b)
Certificate: showing that a city has established an official map	s. 62.23 (6)(b)
Condominium instruments: declaration, plats and plans of a condominium and attached exhibits or schedules	s. 703.07 (1)
Contracts: credit sale of alcoholic dispensing equipment, share croppers	s. 125 (33)(2)(e) 241.03 (1)
Conveyance and instrument affecting title to land in this state and index	s. 706.05 (1) 706.05 (7)
Cooperatives: incorporation articles; contract between cooperative association and members terminations; weekly listing of all documents concerning cooperatives filed and recorded by secretary of state	s. 185.05 (3) 185.42 (1) 185.42 (2)(5) 185.82 (3)
Corporate name: record of those using name, amendments, discontinuance	s. 134.17 (1)
Corporations (misc. non-profit): fraternal societies, VFW posts & affiliates	s. 188.06 188.11 (1)

Corporations (non-stock): articles of incorporation; articles of merger or consolidation; weekly listing of all non-stock corporation documents filed and recorded by the secretary of state	s. 181.32 (1) 181.45 (2) 181.67 (3)(a)
Corporations (religious): certificate of establishment; certificate of consolidation; incorporation articles and amendments; dissolution of corporation	s. 187.01 (2) 187.14 (4)(c) 187.16 (1) 187.19 (10)
Corporations: resolution dissolving domestic corporation	s. 182.025 (2)
Credit Unions: incorporation articles and amendments; certificate to Credit Union commissioner stating incorporation articles have been filed; commissioner of Credit Union's order or certificate canceling a Credit Union's charter	s. 186.35 (1) 186.02 (3)(a) 186.38 (2) 186.315
Daily report regarding system of tract indices or system of chain of title indices as required by county board of supervisors resolution	s. 59.55 (3)
Declaration of trust for domestic and alien corporations and amendments	s. 226.14 (1)
Deed: certificate of canceled deed	s. 75.23
Descent of property, judgment to determine	s. 867.05 (4)
Discharge certificate from U.S. armed forces	s. 45.21
Drainage district, orders of organization, assessment for costs on	s. 88.34 (9)
Drainage lands, order laying out drain	s. 88.40 88.94 (5)
Estate transfer by will, intestacy or appointment, disclaimer of	s. 853.40 (5)(e)
Estates: Order settling small estates including those subject to claims of creditors	s. 867.01 (3)(h) 867.02 (2)(h)
Estates: statement terminating joint tenancy of life estate	s. 867.04 865.20 (2)
Execution and sale of real estate, certificate of	s. 815.38 (1) 59.54
Exploration mining lease; and cancellation of	s. 107.20 (1) 107.25 (2)
Farmland preservation agreement and relinquishment	s. 91.13 (9) 91.19 (5)
Farms or country estates, registration of names	s. 59.94 (1)

Federal tax liens and certificates and notices affecting the liens and indexes	s. 779.97 (2)(b)
Forest croplands, order of entry, transfer, withdrawal	s. 77.02 (3) 77.10 (2)(a) 2
Forest land (managed): Orders regarding	s. 77.82 (8) 77.91 (5)
Forest lands (county): order of entry, withdrawals	s. 28.11 (4)(d)(11)(a)
Grantor/grantee index -- index to real property records	s. 59.52 (1)(a)(b)
Highway (controlled access): finding, determination and declaration designating a highway or controlled-access highway; notice of any vacation of a controlled-access highway	s. 53.027 (1) 84.25 84.25 (13) 83.027 (13)
Highway assessments and apportionments on lands for county parks and parkways	s. 27.065 (13)(c)
Highway or street maps: map of proposed street or highway for purpose of widening, notice and map for right-of-way, alterations, etc.	s. 80.64 84.295 (10)(a)
Highway register: county	s. 83.01 (7)(g)
Ice age trail areas: articles of dedication, amendments, revisions, withdrawal of articles	s. 23.293 (15)(f)(17)(e)
Index for ancillary documents of a county with a population of 500,000 or more who has copied a document by micro photography, microfilm or optical imaging	s. 228.05
Index of records or files kept in the register's office	s. 59.53 (1)(a)
Industrial development agencies: articles of incorporation	s. 59.71 (5)(b)
Inland lake protection and rehabilitation district, document authorizing creation of	s. 33.265
Interest in property, statement or certificate confirming	s. 865.201 (2) 867.046 (1)(m)
Judgment of declaration of interests in real property	s. 841.10 (1)
Land patents, U.S.	
Levy or writ of execution on real property	s. 815.195
Lien for threshing, husking, baling	s. 779.50 (3)
Lien judgment	s. 75.521 (14)

Lien or mortgage, discharge order	s. 847.09
Lien: certificate of redemption of judgment lien on loan	s. 851.64
Liquidated insurer, documents relating to property of	s. 645.46 (17)
Lis pendens	s. 840.10 (1) 59.54
Marital property agreements and related statements	s. 766
Metro sewage district boundary: resolution to redefine	s. 66.888 (1)(c)4b 66.888 (1)(d)3
Mineral interests: statement of claim	s. 706.057 (4)
Mineral rights register consisting of conveyances of mineral interests	s. 706.055
Monuments survey conducted to erect monuments Mortgage liens upon public utilities and satisfaction of mortgage lien	s. 60.84 (4) s. 66.066 (2)(b)
Mortgage: certificate of discharge after foreclosure	s. 846.13
[Mortgage] title: evidence of right of creditor to acquire	s. 815.53 (4)
Name change: certified copy of order and indexes	s. 786.36
Natural areas heritage program: articles of dedication, amendments, withdrawals	s. 23.29 (16)(18)(f) (20)(e)
Oaths of office	s. 19.01 (4)(d)
Plat maps and corrections of	s. 236.02 (10) 236.295 (1)
Plat maps: notification to authorities to approve or permitted to object To the final plat that has been recorded	s. 236.26
Plat maps: resolution of municipality to waive its right to approve plats and resolution to rescind waiver	s. 236.10 (5)
Power of attorney	s. 813.23 (1)(b)
Probate judgment assigning an interest in real property upon closure of estate	s. 863.29 (1)
Proof of age (duplicate or certified copy)	s. 889.28
Public land: notice of pending application to lay out, widen, or vacate a public place	s. 840.11 (1)

Public lands: abstract and records of all proceedings relating to the laying out, widening, extending or vacating any street, alley, water channel, park, highway or other public place by any court, county board, common council, village board or town board.	s. 59.56
Public lands: annulment of certificates and patents	s. 24.35
Rail property: release of first right to acquire by DOT	s. 85.09 (5)(b)
Railroads: map showing proposed route	s. 190.10 (1)
Railroads: surveyed map and certificate of the alteration or change of routes Real estate liens: payment affidavit for prior liens	s. 191.20 s. 779.98 (3)
Real estate owners subject to building codes	s. 62.17 (1)
Real estate transfers	s. 77.29
Real estate: order confirming the sale of real estate of wards or incompetents	s. 786.07
Real property: affidavit of publication of a sale	s. 985.12 (3)
Release of power of appointment over legal or equitable interests in real or personal property	s. 702.09 (3)(d)
Rental units: certificates, waivers, stipulations relating to	s. 101.122 (6)
Retro cession of jurisdiction, documents concerning	s. 1.031
Savings bank: articles of incorporation of a savings bank and amendments	s. 214.25 (5)
School district: resolution by two or more school districts to establish an alternative method of governing assets and liabilities	s. 66.03 (2c)(b)
Security interest in personal property or goods or in crops growing or to be grown: financing statement or other document evidencing the creation of the security interest	s. 409.401 (1)(a) 409.402 (1)(b) 409.402 (9) 59.51 (12m)
Security interest upon certificate of title of motor vehicles and boats, memoranda regarding	s. 30.572 (4)(5) 342.20 (3)
Security interests: financing statements, amendments, termination statements, continuation statements, statements of assignment and statements of release	s. 409.404 (1)(a) 409.405 (2) 409.410 (1)
Sewer and transportation facilities, record of damage awards by condemner	s. 32.05 (7)(c)
Share croppers' contracts	s. 241.03 (1)

Solar access rights: notice granting permit, notice terminating rights waiver of rights by permit holder	s. 66.032 (6)(b) 66.032 (9)(c) 66.032 (10)
Solid waste disposal facility or a hazardous waste facility: notation of the existence of	s. 144.44 (4)(b) 59.51 (17)
Surety company bond	s. 344.36 (2)
Surplus state-owned real property, agreement of transfer	s. 16.375 (4)
Surveyor's records, field notes	
Time-share instrument and amendments; termination agreement	s. 707.21 (3) 707.24 (2)(b)
Town boundary or name change: order or ordinance	s. 59.07 (22)(a)
Town mutual corporate documents	s. 612.81, 59.51 (14m)
Town sanitary districts: order of establishment referendum and resolutions to consolidate districts	s. 60.71 (7) 60.785 (2)(a)
Towns: record of non-compliance with zoning ordinance	s. 60.61 (5)b
Tract index	s. 59.55 (1)
Trademarks, labels, badges, statement or description of	s. 132.04
Trusts: disclaimer of real property or an interest in real property	s. 701.27 (5)(e)
Trusts: letters of trust for a foreign trustee [named in a will]	s. 701.16 (1)(d)
Village: petition for dissolution of a village and election results on question of	s. 61.187 (2)
Village records: Papers, documents and orders relating to the organization and incorporation or the alteration of the boundaries of any village	s. 891.10
Vital records: certificate of birth, death, divorce or annulment, marriage documents & related data plus indexes	s. 69.01 (15)(a) 59.51 (1)(7)
Woodland tax lands: entry, declassification of; tax law classification	s. 77.16 (3)(7)(9)
Writ of attachment and related records; discharge or attached real estate; certificate of judgment or satisfaction on money or property held by writ of attachment	s. 59.54 811.11 811.17 811.22

Non Permanent Records Schedule of the Register of Deeds

The following records series should be retained for the time period indicated. When indicated, notify the State Historical Society of the county's intention to destroy records.

RECORDS SERIES	RETENTION & AUTHORITY	NOTIFICATION
Accounts payable	CR +7 years	Waived
Accounts receivable	CR + 7 years	Waived
Accounts receivable, paid	CR + 2 years	Waived
Airport protection plans, specifications, and Amendments	CR + 7 years s. 114.135	Waived
Any records subject to litigation, claim, audit or other action	Until permission to destroy obtained from Corporation Counsel	Waived
Applications for certified copies	CR + 2 years	Waived
As-built tracings	Life of project	Waived
Bills of sale	CR + 6 years	Waived
Blueprints	Until superseded by as-built tracings	Waived
Breeding service: claim and payment for	CR + 7 years s. 779.49 (1)	Waived
Canceled checks	CR + 7 years s. 59.715(18)	Waived
Cash register tapes	CR + 2 years	Waived
Certificates of old age assistance and indexes	CR +7 years	Notify
City record of officers and employees' surety Bonds	CR + 7 years s. 66.145	Waived
City/Village: Reorganization of city as village, election returns on question of	CR + 7 years s. 66.019 (6)	Waived
City/village: lease of space by	CR + 7 years; s.	Waived

	66.048 (3)(c)	
Correspondence	CR + 3 years	Waived
Equipment & furnishings inventories	Until superseded	Waived
General information	CR + 7 years	Notify
Guardian, petition for appointment of	CR + 7 years; s. 880.215	Waived
Indigent defendants: certificate of legal fees paid by county or state	CR + 7 years s. 757.66	Waived
Insurance policies, claims made	7 years after expiration s. 59.715 (10)	Waived
Insurance policies, occupance	CR + 7 years; s. 59.75 (10)	Waived
Liquidated insurers' records	7 years after close of liquidation proceedings s. 645	Waived
Municipal redevelopment plan and revisions	CR + 7 years s. 66.431 (9)(a)1 66.431 (11)(b)	Notify
Notice of removal of human corpse	2 months from date of death; Dept. H&SS directive	Waived
Notification of failure to pay taxes and notification of balances due (veterans)	CR + 7 years s. 45.53	Waived
Order to suspend proceedings for collection of property taxes of property owned by veterans	CR .+ 7 years s. 45.53 (6)	Waived
Purchase orders	CR + 7 years	Waived
Raze order	CR + 7 years s. 66.05 (1)(d)	Waived
Receipt journals	CR + 7 years	Waived
Receipts	CR + 7 years	Waived
Report for final disposition of corpse	2 years from date of death; Dept. H&SS directive	Waived
Treasurer's receipts	CR + 2 years	Waived

UCC filings (Fixture)	EVT = satisfaction of mortgage s. 409.403 (6) s. 409.402 (5)	Waived
UCC filings (Non-fixture)	CR + 5-years s. 409.403 (3)	Waived
UCC - 11, search copies	CR + 2 years	Waived
Vital record, request for copy of	FIS + 1 year	Waived
Vouchers order/register	CR + 7 years	Waived
Wills, foreign: certificate of assignment	CR + 7 years s. 868.05 (2)	Waived
Wills, notice that proceedings have been taken to contest the will	CR + 7 years s. 868.01 (3)	Waived

Funding Amount (N/A) **Funding Source (N/A)**

Date Finance Committee Advised: (N/A)

Effective Date: Upon Publication

Submitted at the Request of the Personnel Committee

Approved as to form: Robert L. Hachey **Date:** 6-26-02
Robert L. Hachey, Corporation Counsel

Date Submitted to County Board: July 16, 2002

County Board Action _____

Submitted by:

Willie J. Lewis

John Brown

Gary B[illegible]

J P Stamler

Nick C Willow

STATE OF WISCONSIN
Public Records Board

SCOTT MCCALLUM
GOVERNOR

Steven B. Hirsch
Executive Secretary

4622 University Ave., 10A
Madison, WI 53702

Telephone 608 / 266-2996

RECEIVED
JUN - 6 2002
POLK COUNTY
CORPORATION COUNSEL

XIV. Attachment B

June 3, 2002

Jeffrey B. Fuge, Assistant Corporation Counsel
Polk County
100 Polk County Plaza, Suite 40
Balsam Lake, WI. 54810

Dear Mr. Fuge:

At the May 29th meeting the Public Records Board approved the Polk County Records Management and Retention Ordinance per your March 19. 2002 request with modifications which relate primarily to notification requirements to the State Historical Society of Wisconsin (SHSW) and increasing the minimum retention time period for certain records to meet statewide audit requirements.

Under Non-Permanent Records Schedule of the Register of Deeds (page 36) change the notification requirement for Bill of Sale records from notify to waive notification.

The state Legislative Audit Bureau requires that all financial records related to federal grants must be maintained for the current fiscal year and 4 back fiscal years (FIS+4 years). Since Polk County probably has a single accounting system for all funding sources all financial records must be retained for this minimum time period. In most cases the ordinance specifies a time period longer than this minimum standard. However the following specific record series must be increased to FIS+4 years to meet the minimum time period.

Page 4 Aging Records Items 1,4 and 5

The time period must be either as stated or a minimum of FIS+4 years whichever is longer.

Page 9 Finance Record Budget, vendor listing, payables

Page 21 Parks, Buildings, Maintenance and Solid Waste Receipts from County Treasurer

Page 27 Treasurer Records From Balancing Reports through Illegal Tax Certificates (12 record types)

In Section IX. Microfilming or Optical Disk Storage of Department Records substitute "electronic format" wherever the term "optical disk" is utilized reflecting the broader language authorized by state law. Also to clarify that in some cases notification is required to the SHSW change the last sentence of this section as follows:

"After verification paper records converted to either microfilm or electronic formats should be destroyed after notification to the SHSW if applicable."

Polk County staff may find the state records management web site useful as they implement the provisions of this ordinance, The URL is: http://www.doa.state.wi.us/dsas/recordsmgt/

Please let me know if you have questions about these changes.

Sincerely,

Steven Hirsch,

Enclosure

cc: Virginia Fritzsch, SHSW

PolkCountyRDAMay2002