

Ordinance No. 600.12

IOWA COUNTY RECORDS RETENTION/DISPOSITION SCHEDULE

Iowa County, by its duly elected Board of Supervisors, does ordain as follows:

WHEREAS, there is a need to revise the existing records retention policies of Iowa County and to establish an updated uniform Records Retention/Disposition Schedule for all County departments and agencies;

WHEREAS, there are different record retention requirements contained within the Wisconsin Statutes, the Wisconsin Administrative Code, and the Wisconsin Supreme Court Rules; and

WHEREAS, the Wisconsin Counties Association ("WCA") formed a Records Retention Task Force in April 2009 and developed a County Records Retention/Disposition Schedule (2010) approved by the State Archivist at the State Historical Society for use by counties throughout Wisconsin;

NOW THEREFORE BE IT RESOLVED, that the Iowa County Board of Supervisors repeals existing Secs. 600.12 and 600.121 of the Iowa County Ordinances;

BE IT FURTHER RESOLVED, that the Iowa County Board of Supervisors recreates Sec. 600.12 of the Iowa County Ordinances, entitled Iowa County Records Retention/Disposition Schedule, which hereby adopts and incorporates by reference the attached County Records Retention/Disposition Schedule to be followed by all County departments and agencies;

BE IT FURTHER RESOLVED, that the Iowa County Board of Supervisors directs the appropriate County officials to complete and provide the required Notification of Adoption forms to the State Archivist of the State Historical Society along with a copy of this Ordinance; and

BE IT FURTHER RESOLVED, that this Ordinance shall be effective upon its adoption and publication and that publication may occur through posting in accordance with Wisconsin Statute Sec. 985.02.

I, the undersigned Iowa County Clerk, hereby certify that this Ordinance was passed by the Iowa County Board of Supervisors on December 19, 2017

Greg Klusendorf
Greg Klusendorf
Iowa County Clerk Date: 12/20/17

COUNTY RECORDS RETENTION/DISPOSITION SCHEDULE

RETENTION SCHEDULE

1. General Schedules
2. Airport
3. Buildings, Facilities, and Grounds
4. Child Support
5. Corporation Counsel
6. Data Processing
7. Economic Support and Workforce Development
8. Emergency Management (Ch. 323, Wis. Stats.)
9. Emergency Medical Services (Ch. 256, Wis. Stats.)
10. Executive/Administrator/Administrative Coordinator
11. Finance
12. Health Department
13. Highway
14. Human Services
15. Medical Examiner
16. Park & Land Use
17. Personnel
18. Public Works
19. Sheriff
20. Surveyor
21. University Extension
22. Veterans Service
23. Addenda
 - B. County Clerk
 - C. Treasurer
 - D. Court Records
 - E. Register of Deeds
 - F. District Attorney

Legend

The following terms and abbreviations are used in the records retention schedule:

AT:	After termination
C:	Confidential
CR:	Creation or receipt (typically the retention is calculated from the creation or receipt of a record, plus the designated number of years)
EVT:	Event (typically the retention is calculated from an event, such as the close of a case or end of the project, plus the designated number of years)
FIS:	Fiscal (meaning the current fiscal year and the designated number of years)
N:	Notify WHS before destruction
N/A:	Not applicable
P:	Permanent
PII:	Personally Identifiable Information (has the meaning specified in §19.62(5) Wis. Stats.)
S:	Until superseded
W:	Waived Notification
WHS:	Wisconsin Historical Society
WPRB:	Wisconsin Public Records Board

COUNTY RECORDS RETENTION/DISPOSITION SCHEDULE
GENERAL SCHEDULE [RECORDS COMMON TO MOST COUNTY AGENCIES, BOARDS, COMMISSIONS, COMMITTEES, DEPARTMENTS, OR OFFICES]

Record Series No.	Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (\$19.33 Wis. Stats.)	Notes
1	General Schedules (records typically found throughout the county)					
	Accounts Payable (and supporting documents)	CR + 7 years		Waived		Balance owed to a creditor.
	Accounts Receivable (and supporting documents)	CR + 3 years		Waived		Balance owed by a debtor.
	Accrued Paid Leave Credit	5		Waived		Compensatory time, PTO, sick, vacation or other.
	Agendas	CR + 1 year		Waived		
	Agreements	7 years after last effective date thereof	\$59.52(4)(a)10 Wis. Stats.	Waived		
	Annual Reports	CR + 3 years		Waived		
	Any record subject to audit, claim, or litigation.			Notify		Until permission to destroy is obtained from Corporation Counsel
	Artwork / Print Masters	5		Waived		
	As-Built Drawings	Life of Project		Notify		This includes any records associated with an audit.
	Audit (external)	CR + 7 years		Waived		This includes any records associated with an audit.
	Audit (internal)	5		Waived		
	Bank Deposits	CR + 7 years		Waived		
	Bank Statements / Reconciliations	CR + 7 years	\$59.61 Wis. Stats.	Waived		
	Blueprint Forms	5		Waived		Retain until and unless superseded by as-built drawing.
	Blueprints (county facilities)	5		Waived		
	Budget (county)	CR + 3 years		Waived		Includes all records required under §65.90 Wis. Stats.
	By-Laws	5		Waived		
	Calendars	5		Waived		
	Cash Register Tapes	CR + 7 years		Waived		
	Chart of Accounts (Object Codes)	CR + 3 years		Waived		
	Checks (cancelled / voided)	CR + 7 years	\$59.52(4)(a)16 Wis. Stats.	Waived		
	Checks (duplicates, registers and/or logs)	CR + 7 years		Waived		
	Citations (copies)	CR + 2 years		Waived		
	Claims Made (general liability and property damage)	EVT + 3 years; EVT = Closure		Waived		
	Claims Paid (general liability and property damage)	EVT + 3 years; EVT = Payment	\$59.52(4)(a)9 Wis. Stats.	Waived		Includes papers supporting such claims
	Code of Ethics (county)	5		Waived		
	Computer Printouts	5		Waived		
	Construction Plans (county facilities)	Life of Structure		Waived		
	Continuity of Operation (CCOP Plans) / Continuity of Government (COG) Plans	5		Notify		
	Contracts	7 years after last effective date thereof	\$59.52(4)(a)10 Wis. Stats.	Waived		
	Correspondence (general)	CR + 3 years		Waived		
	Directory Information	5		Waived		

Fixed Assets	EVT + 1 year; EVT = Disposition		Waived		Land, land improvements, buildings, machinery and equipment, and construction in progress.
Fund Transfers	FIS + 4 years		Waived		Unless otherwise specified in the terms and conditions of the award.
Grant Information (application, denial, award, agreement, financial reports, and supporting documentation)	EVT + 4 years; EVT = Notification of Denial or Grant Completion		Waived		Until superseded or as long as the records they index exist.
Indexes	5		Waived		
Insurance Policies (to which the county is a party)	7 years after last effective date thereof	\$59,524(a)10 Wis. Stats.	Waived		Consider permanent retention, as may be relevant for current claims
Inventories (equipment and furnishings)	5		Waived		
Invitations to Bid/Requests for Proposal	7 years after completion of the work	\$59,524(a)10 Wis. Stats.	Waived		Includes instructions, specifications, proof of advertisement, successful bids/ proposals, agreements, contracts, and any related records
Journal Entries/General Ledger	FIS + 4 years		Notify		
Leases	7 years after last effective date thereof	\$9,220(a)10 Wis. Stats.	Waived		
Ledger Card Reports, EOM (BAS)	5		Waived		
Ledger Card Reports, EOY (BAS)	5		Waived		
Legal Opinions	Permanent		Waived		
Mailing Lists	5		Waived		
Maintenance Service Request Form	EVT: EVT = Project Completion		Waived		
Manual Warrants	CR + 1 year		Waived		
Manuals (equipment)	Life of Asset		Waived		
Master Project Files	CR + 20 years		Waived		
Material Safety Data Sheets	EVT + 30 years; EVT = Date substance received	\$101,583(a)10 Wis. Stats.	Waived		Toxic substance information requirements
Minutes (committees, committees and boards)	CR + 3 years		Notify		Original minutes only
Ordinances and Resolutions (enacted/adopted)	5		Waived		
Organizational Charts	5		Waived		
Payment Vouchers	FIS + 4 years		Waived		FLSA
Payroll Records	CR + 3 years		Waived		
Personnel (expenses)	5		Waived		
Personnel (files)	EVT + 7 years; EVT = Separation from employment		Waived		C, PII
Personnel (grievances)	EVT + 7 years; EVT = Case closed		Waived		
Personnel (job descriptions)	5		Waived		C, PII
Personnel (performance evaluations)	EVT + 7 years; EVT = Separation from employment		Waived		
Personnel (recruitment and selection)	1 year from date of personnel action		Waived		Includes advertisements, notices, applications, tests/ results, C, PII
Policy & Procedures Manual	5		Waived		
Professional Affiliations/Associations	5		Waived		
Purchase Orders	5		Waived		
Purchase Requisitions	5		Waived		

	Receipts (Clerk's copy of Treasurer's)	CR + 4 years; or until audited, whichever is earlier	\$59,524(4)(2) Wis. Stats	Waived		
	Receipts (General)	CR + 1 year	\$59,524(4) Wis. Stats	Waived		
	Receipts (money collected or received)	CR + 3 years; or until audited, whichever is earlier	\$59,611(1) Wis. Stats.	Waived		
	Records Management Findings & Recommendations Report	5		Waived		
	Records Retention Schedules	5		Waived		WPRB approval "sunsets" after 10 years
	Reference Materials (books, magazines, pamphlets, brochures, newsletters, etc.)	5		Waived		Retain as long as administratively useful
	Reports (routine)	5		Waived		
	Service Receipts	CR + 2 years		Waived		
	Strategic Plan (county)	5		Waived		
	Studies - final draft	CR + 7 years		Notify		
	Supply Orders	EVT: EVT = Order filled, invoiced, & paid		Waived		
	Surveillance Recordings (activity/non-evidentiary)	CR + 121 Days	\$893,80 Wis. Stats.	Waived		
	Survey	CR + 3 years		Waived		
	Telephone Logs/Message Slips/Voice Mail	5		Waived		Any routine documentation of incoming or outgoing calls. Only retain as long as administratively necessary.
	Telephone Service Request Form	EVT: EVT = Project Completion		Waived		
	Ticker files (follow-up)	5		Waived		
	Tracking Records (activity)	CR + 1 year		Waived		
	Training	5		Waived		Specific requirements may require that particular records of training be kept for a longer period.
	Vendor Information	5		Waived		
	Vouchers / Order Register	*CR + 7 years		Waived		
	Warranty Records	Life of asset or end of warranty, whichever occurs first		Waived		
	Worker's Compensation Claims	EVT + 12 years; EVT = Later of injury, claim or closure	Ch. 102 Wis. Stats.	Waived		
* Time reduced to two (2) years if the original records are maintained in the Clerk or Treasurer's office.						
2	Airport					
	Aircraft - Wildlife Incidents	CR + 1 year		Waived		
	Airport Improvement Program (AIP)	5		Waived		
	Airport Licensure	5		Waived		FAA, Wis Dot BOA, &/or FCC
	Airport Protection Plans and Specifications	CR + 7 years	\$114,135 Wis. Stats.	Waived		
Operating and Financial Reports/Summaries	CR + 7 years		Waived		FAA, Wis. Dot BOA, &/or NTSB	
3	Buildings, Facilities, and Grounds					
	Access Control List (e.g., Key, Swipe Card, Key Fob, and/or Access Code)	P/S		Waived		
	Buildings, Facilities & Grounds Data	5		Waived		
Construction Project Planning, Proposal, & Administration	7 years after project completion			Waived		

	Construction Submittals (e.g., Shop Drawings, Samples, & Product Data)	P	CR + 7 years		Waived			
	Environmental Health & Safety Records				Waived			
	Equipment, Systems, & Vehicles (e.g., Purchase Information, Instruction Manuals, Maintenance Agreements, Maintenance Logs, Warranties)		Life of Equipment, System, or Vehicle		Waived			
	Incident Reports		CR + 3 years		Waived			
4	Child Support							
	Administrative Cost Claims		EVT + 3 years: EVT = Submission of last expenditure report	45 CFR 92.42 (b)(1) & Wis. DCF	Waived		Includes supporting documentation (e.g., costs and revenues)	
	Case Records		EVT + 7 years: EVT = Closure		Waived		C, PII	
	Child Support Divorce		EVT + 7 years: EVT = Closure		Waived			
	Client Assistance (out of county)		CR + 7 years		Waived			
	Client Logs		S		Waived			
	Expenditure Reports & Supporting Documentation		CR + 3 years	45 CFR 74.20 - 74.25	Waived			
	IHS Records List		EVT + 7 years: EVT = Closure		Waived			
	Misdemeanor and Felony Non-Support Files		EVT + 7 years: EVT = Closure		Waived			
	Paternity Files, post-judgments		EVT + 7 years: EVT = Closure		Waived			
	Paternity Files, pre-judgments, dismissed		CR + 3 years		Waived			
	Paternity Files, pre-judgments, not pursued		CR + 3 years		Waived			
	Reciprocal Support Cases (interstate cases - i.e., UIFSA, URESA)		EVT + 7 years: EVT = Closure		Waived			
	Records of Required Client Notification		CR + 3 years	46 CFR 74.20 - 74.25	Waived			
	Statistical Reports & Supporting Documentation		CR + 3 years	45 CFR 74.20 - 74.25	Waived			
	Warrants & Captias		EVT + 3 years: EVT = Vacated, Served, or Closed		Waived			
5	Corporation Counsel							
	Legal							
	Case files, litigation		EVT + 3 years: EVT = Closure or when appeal time has run, whichever is longer or per SCR		Waived		C	
	Case files, non-litigation		CR + 3 years		Waived			
	CHFS (Child in Need of Protective Services) Juvenile Records		EVT + 2 years: EVT = Child's 18th Birthday		Waived		C	
	CHFS (Child in Need of Protective Services) Petitions		S		Waived		C	
	Department files		CR + 3 years		Waived			
	Dismissals - \$1,45		CR + 3 years		Waived			
	Guardianship Files		EVT + 7 years: EVT = Termination of Guardianship		Waived		C	
	Lawsuits and Habeas Corpus		EVT + 3 years: EVT = Closure or when appeal time has run, whichever is longer or per SCR		Waived			
	Legal Fees, Outside Counsel		EVT + 5 years: EVT = No activity		Waived			
	Legal Memoranda		Permanent		P		C	
	Legal Opinions		Permanent		P		C	
	Liability Claims		EVT + 7 years: EVT = Expiration		Waived			
	Mental Commitment Cases		EVT + 3 years: EVT = Closed		Waived		C	
	Ordinance Cover Sheets		EVT + 3 years: EVT = Board Approval		Waived			
	Parks and Land Use and Environmental Ordinance Enforcement Files		3 years after resolution		Waived			
	Real Estate Closing Files		Permanent		N/A			

Termination of Parental Rights (TPRB)	EVT + 45 days; EVT = Child's 19th Birthday	Waived		C
Tuency Referrals	EVT + 1 year; EVT = Child's 18th Birthday	Waived		C

County Clerk	Officially adopt the County Clerk's General Schedule (compiled by WHS and approved by WRFB), which is incorporated herein by reference as presently constituted or hereafter revised (see: Addendum B).			
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County Treasurer	Officially adopt the County Treasurer's General Schedule (compiled by WHS and approved by WRFB), which is incorporated herein by reference as presently constituted or hereafter revised (see: Addendum C).			
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Court Records	The retention and disposal of all court records is governed by Section 757.54 Wisconsin Statutes and Chapter SCR 72, which are incorporated herein by reference as presently constituted or hereafter revised (see: Addendum D).			
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Data Processing				
Annual Back-Ups	CR + 7 years	Waived		
Daily Back-Ups	CR + 15 days	Waived		
Monthly Back-Ups	CR + 1 year	Waived		
Special Back-Ups (end of tax processing, etc.)	CR + 7 years	Waived		
Telephone Records: System Back-Up Records	CR + 15 days	Waived		
Telephone Records: System Call Records	CR + 6 Months	Waived		

District Attorney	The general schedule applicable to the District Attorney is attached hereto as Addendum F and incorporated herein by reference.			
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Economic Support and Workforce Development				
Public Assistance Case Records and Other Record Materials (General)	EVT + 3 years; EVT = Date of Closing	Waived		
Public Assistance - Divestment & Asset Allocation (Medicaid), Fraud, Intentional Program Violation, Overpayment, and Quality Control Review	EVT + 3 years; EVT = When the issues have been resolved or Wis. DCF and/or Wis. DHS instructs that the records may be destroyed, whichever is earlier.	Waived		
	Ch. 49 & §59.52(4)(a) 18 Wis. Stats., Ch. DCF 121 Wis. Adm. Code, Income Maintenance Manual, and Wis. DCF and/or Wis. DHS directives			Face sheet or similar record of each case and a financial record of all payments for each and account must be preserved in accordance with rules adopted by Wis. DCF and/or Wis. DHS. C, PI

**Records may not be subject to the foregoing retention requirements if scanned in the Electronic Case File (ECF), Client Assistance for Reemployment and Economic Support (CANRES) or other Wis. DCF and/or Wis. DHS system. It is recommended that paper documents be retained for one week after scanning.

Emergency Management (Ch. 323 Wis. Stats.)	CR + 121 days	Waived		
Claims Arising During State of Emergency	CR + 7 years	Waived		
Declaration of Emergency (Proclamation, Resolution and/or Ordinance)	CR + 7 years	Waived		

	Emergency Management Plan	S	CR + 7 years	§323.14(1) Wis. Stat.	Waived		
	Emergency Planning Grants		CR + 7 years	§323.61 Wis. Stat.	Waived		
	Hazardous Substance Information		CR + 7 years	§323.60 Wis. Stat., Ch. ERCLA, ERCLA, SARA	Waived		
	Local Emergency Planning Committee	S		§39.54(8) Wis. Stat.	Waived		
	Local Emergency Response Team - Reimbursement Claim		EVT + 5 years; EVT = Reimbursement	§16M 5.09 Wis. Adm. Code	Waived		Must give Wis. DEM 60-days written notice before any such record may be destroyed
	Mutual Assistance - State of Emergency		CR + 7 years	§66.031(13)(a) Wis. Stat.	Waived		
	Worker's Compensation Claim		EVT + 12 years; EVT = Occurrence Wis. Stat.	Ch. 102 and §323.40	Waived		Tied to worker's compensation claim statute of limitations
9	Emergency Medical Services Program (Ch. 256 Wis. Stats.)						
	Ambulance Run		CR + 7 years	§256.15(12)(b) Wis. Stat.	Waived		Confidentiality of Patient Health Care Records §146.82 Wis. Stat., C, PI
	Emergency Medical Services Program Personnel Certification, Licensure and/or Training	S		§256.15 Wis. Stat.	Waived		
	Emergency Medical Services Program Plants	S		§256.12 Wis. Stat.	Waived		
	Mutual Assistance - State of Emergency		CR + 7 years	§66.031(13)(b) Wis. Stat.	Waived		

10	Executive/Administrator/Administrative Coordinator (§§59.17, .18, and .19 Wis. Stats.)						
	Administration						
	Board and Commission Appointments/Confirmation (if required)	S		§59.17(2)(c) and 18(2)(c) Wis. Stat.	Waived		
	Department Head Appointments/Confirmation (if required)	S		§59.17(2)(b), (2)(b) and 18(2)(b) Wis. Stat.	Waived		
	Message to the Board		CR + 7 years	§59.17(5) and 18(5) Wis. Stat.	Waived		Only if communicated to the county board in writing.
	Resolution or Petition and Referendum Creating the Office	S		§59.17(1) and 18(1) Wis. Stat.	Waived		
	Resolutions or Ordinances - Approval or Veto	P		§59.17	N/A		
	Community Development						
	Annual Grant Application		CR + 3 years		Waived		
	Audits, community block grant		CR + 7 years	24CFR 570.502(a)(16)	Waived		
	Census Books	S			Waived		
	Environmental Reviews		CR + 7 years		Notify		
	Federal Regulations	S			Waived		
	Grant Awards		CR + 7 years	24CFR 570.502(a)(16)	Waived		
	Home Regulations	S			Waived		
	HUD Disaster Recovery Initiative Fund Files		CR + 5 years		Waived		
	HUD Grantee Performance Reports		CR + 7 years	24CFR 570.502(a)(16)	Waived		
	Labor Standard Projects		CR + 7 years	24CFR 570.502(a)(16)	Waived		
	Labor Standard Wage Files		CR + 7 years	24CFR 570.502(a)(16)	Waived		
	Sub Grantee Project Files - CDBG (Community Development Block Grant)		CR + 7 years	24CFR 570.502(a)(16)	Waived		
	Sub Grantee Project Files - Home		CR + 7 years	24CFR 570.502(a)(16)	Waived		
	Senior Services						
	Adult Day Care Records		CR + 3 years		Waived		
	Adult Day Care Tracking Statistics		EVT + 3 years; EVT = Audited		Waived		
	Area Agency on Aging Reports - includes nutritional meal program summary		CR + 7 years		Waived		
	Benefit Specialist Client Files		EVT + 7 years; EVT = File Closed	§ 46.81 & 59.52 & §§ 245.03	Waived		
	Benefit Specialist Report	S		§ 46.81	Waived		

Client Assessments for Home Delivered Meals and Supportive Services	CR + 3 years		Waived		C
Client Donation Deposits	CR + 7 years		Waived		
Client Files - includes complaints, HDM assessments and pre-authorizations	EVT + 7 years: EVT = File Closed	\$ 59.52	Waived		C
Client Nutrition Site Changes, site counts and daily meal counts	CR + 4 years		Waived		
Client Statements (Revenue Received)	CR + 3 years		Waived		
Commission on Aging - business related materials	CR + 7 years		Waived		
Complaint Clearance file	CR + 3 years		Waived		
Congregate Billings	CR + 3 years		Waived		
Congregate Participant Logs Book	CR + 7 years		Waived		
Congregate Registration Forms	CR + 7 years		Waived		
Contract Monitoring Files	CR + 7 years		Waived		
Contract Provider Billing Reports, invoices	CR + 7 years		Waived		
Contracts Not Related to Purchasing	CR + 3 years		Waived		
Day Care Client Billings	CR + 7 years		Waived		
Elder Abuse Reports	CR + 7 years	\$ 46.90	Waived		
Factors Database Program	5		Waived		
Grant Applications	EVT + 4 years: EVT = Notification		Waived		
Grant Task Force	5		Waived		
Greater Program Files	CR + 3 years		Waived		
Home Delivered Meals	CR + 7 years		Waived		
Home Delivered Meals, monthly computer printout reports	CR + 3 years		Waived		
Home Delivered Meals, tracking index cards	CR + 7 years	\$ 46.85	Waived		
Home Delivered Meals, volunteer mileage reports	CR + 7 years	\$ 46.85	Waived		
Home Delivery Meals, client charge log, daily activity log, and daily vendor order sheet	CR + 7 years		Waived		
ID Applications	CR + 5 years		Waived		
ID Receipts	CR + 5 years		Waived		
ID Reconciliation Book	CR + 5 years		Waived		
Information & Assistance (I & A) Files (EOY)	EVT + 7 years: EVT = Audited		Waived		C
Information & Assistance Phone Logs	CR + 7 years		Waived		
Information Systems Capital Project Documents	CR + 2 years		Waived		
Legal Action Files (Legal Action of Wisconsin)	5		Waived		
Long Term Redesign Project	CR + 4 years		Waived		
Medicare Vans, weekly billings	CR + 3 years	\$ 85.21	Waived		
Nutrition Checks	CR + 3 years		Waived		
Nutrition Program Records	CR + 3 years		Waived		
Nutrition Site, progress reports	CR + 3 years		Waived		
Nutrition Site, quality control sheets	CR + 3 years		Waived		
Nutrition Site, registrations	CR + 1 year		Waived		
Preauthorizations, Service	EVT + 1 years: EVT = Termination		Waived		
Program Monitor Evaluation (PME) Billing Reports, invoices	EVT + 7: EVT = Audited		Waived		
Project Files, special events	CR + 7 years		Waived		
Reports, specialized transportation / other	CR + 5 years		Waived		
Senior Center Listing	CR + 5 years		Waived		
Senior Dining Quality Control Sheets	CR + 7 years		Waived		
Senior Dining Supply Usage Reports	CR + 7 years		Waived		
Senior ID Log Book	CR + 5 years		Waived		
Shared taxi Monthly Report	5		Waived		
Statistics, operational and cost	CR + 5 years		Waived		
Support Group and Doctors List	CR + 1 year		Waived		
Taxi Program Analysis	CR + 3 years	\$ 85.21	Waived		
Taxi Vouchers	EVT + 3 years: EVT = Audited	\$ 85.21	Waived		
Title XIX Billing Statements	CR + 7 years		Waived		
Transit Data, Historical, specialized	EVT + 7 years: EVT = Settlement	\$ 85.21	Waived		
Transportation Contracts	CR + 3 years	\$ 85.21	Waived		

	Volunteer Acknowledgment of Confidentiality	EVT + 3 years; EVT = Termination		Waived		
	Volunteer Card File	CR + 7 years	\$ 46.85	Waived		
	Volunteer Driver Agreements	EVT + 3 years; EVT = Termination		Waived		
	Volunteer Elder Reach Files	CR + 3 years	\$ 46.85	Waived		
	Volunteer Friendly Visitors Files	EVT + 3 years; EVT = Termination		Waived		
	Volunteer Monthly Reports	CR + 7 years	\$ 46.85	Waived		
	Volunteer Registration Forms - Includes Confidentiality Driver's Statements	CR + 7 years		Waived		
	Volunteer Staff Log Book	\$		Waived		

11	Finance					
	Balancing Report	FIS + 4 years		Waived		
	Bond & Coupon Records Book, general obligation bonds	EVT + 30 years; EVT = Bond issue expiration or following payment of all outstanding matured bonds, notes, coupons, whichever is later		Waived		
	Cancelled Bonds, Coupons, & Promissory Notes	EVT: EVT = Audited		Waived		
	Copies of Notices of Tax Apportionment Sent to Local Taxing Districts by County Clerk	FIS + 3 years	\$59,524(a)2 Wfs. Stats.	Waived		
	Deferred Compensation Records	EVT + 8 years; EVT = End of Service		Waived		
	Equipment & Furnishings Inventories	\$		Waived		
	Camshment Records	FIS + 7 years		Waived		
	General Ledger	FIS + 7 years		Waived		
	General Ledger, Trial Balance	FIS + 7 years		Waived		
	Illegal Tax Certificates Charged Back to Local Tax Districts	EVT + 3 years; EVT = Charging Back	\$59,524(a)6 Wfs. Stats.	Waived		
	Insurance Records	7 years after the last effective date thereof	\$59,524(a)10 Wfs. Stats.	Waived		
	Investment Records	FIS + 6 years		Waived		
	Notices of Tax Apportionment from Secretary of State	FIS + 3 years	\$59,524(a)11 Wfs. Stats.	Waived		
	Payroll Registers, Other Payroll Report, & Social Security & Retirement Earnings Report	FIS + 7 years		Waived		
	Retirement Records	EVT + 8 years; EVT = End of Service		Waived		
	Time cards, Attendance Records, Salary Schedule	FIS + 7 years		Waived		
	Treasurer Cash	FIS + 7 years		Waived		
	Unemployment Compensation Payment Records	FIS + 3 years		Waived		
	Withholding Allowance Certificates, Employee Wage & Tax Statements, & Other Tax Records	FIS + 7 years		Waived		

12	Health Department					
	Administrative					
	Accounts Receivable Client Records	EVT + 10 years; EVT = Audited		Waived		C, PI
	Agency Evaluations	CR + 7 years	\$19,21Wfs. Stats.	Waived		
	Agency Goals, objectives, short & long term strategic plans	CR + 7 years	\$19,21Wfs. Stats.	Waived		
	Audit Reports, Vendor	CR + 7 years		Waived		
	Background Checks	CR + 7 years		Waived		
	Bankruptcy Reports	CR + 7 years		Waived		
	CARS (Community Aids Reporting System) Reports	Permanent		N/A		
	Cash Grant Vouchers	CR + 7 years		Waived		
	Certification of Destruction (Records)	Permanent		N/A		
	Daily Activities Report	CR + 7 years	\$19,21Wfs. Stats.	Waived		

Daily Deposit Spreadsheets	CR + 7 years		Waived			C, PII
Employee Expense Accounts	CR + 7 years		Waived			
Evening Security Logs	CR + 3 Months		Waived			
Fiscal Records, Billing, Budget	CR + 7 years	\$19,21Wfs, Stats.	Waived			
Grant Reconciliation Working Papers	Permanent		N/A			
Grants	EVT + 4 years; EVT = Notification of Denial or Grant Completion		Waived			
HIPAA Documentation (Health Insurance Portability and Accountability Act)	CR + 7 years	HIPAA	Waived			C, PII
Hospital Fiscal Survey	Permanent		N/A			
Incident / Injury Reports	CR + 7 years	\$19,21Wfs, Stats.	Waived			C, PII
Inventories, facility and equipment	CR + 7 years	\$19,21Wfs, Stats.	Waived			
Inventory, or non-expendable personal property	EVT + 7 years; EVT = Property disposed of	\$19,21Wfs, Stats.	Waived			
Medicare Cost Report	Permanent		N/A			
Mission Statement, Philosophy, Purpose	CR + 7 years	\$19,21Wfs, Stats.	Waived			
Patient Billing Activity Logs	CR + 7 years		Waived			C, PII
Policies and Procedures (program related)	CR + 7 years	\$19,21Wfs, Stats.	Waived			
Policies and Procedures (records related)	EVT = Superseded or Record Series no longer Exists		Waived			
Press Releases	CR + 1 year		Waived			
Purchase Orders EDS (Electronic Data Storage)	CR + 7 years		Waived			
Reconciliation Working papers	Permanent	HHS 54,06 (2Kx)(6)	N/A			
State Reports (942/943)	Permanent		N/A			
Taped meeting minutes	EVT + 90 days; EVT = Approval date & publication	\$19,21Wfs, Stats.	Waived			
W.I.C. Case Files	FIS + 3 years	7 CR 246.25	Waived			C
W.I.C. State Reports	CR + 3 years		Waived			C
Client and/or Family Care						
Agency Program Evaluation	CR + 7 years	\$19,21Wfs, Stats.	Waived			
Birth Certificate Information	EVT + 1 year; EVT = Receipt of Copy	\$69,20(3) Wfs, Stats.	Waived			C
Care Coordination: Adult	CR + 7 years	\$19,21Wfs, Stats.	Waived			
Care Coordination: Minor	EVT + 5 years; EVT = Minor reaches 18 years of age	\$19,21Wfs, Stats.	Waived			
Child Long Term Support - Autism Records	EVT + 7 years; EVT = Case Closed		Waived			
Client Listing	CR + 1 Month		Waived			C
Client Record / Patient Care: Adult	CR + 7 years	\$19,21Wfs, Stats.	Waived			C
Client Record / Patient Care: Minor	EVT + 5 years; EVT = Minor reaches 18 years of age	\$19,21Wfs, Stats.	Waived			C
Clinic Record, blood pressure forms	CR + 7 years		Waived			C
Complaint Investigation Record	CR + 7 years		Waived			C
Family Care Record: Adult	CR + 7 years	\$19,21Wfs, Stats.	Waived			C
Family Care Record: Minor	EVT + 5 years; EVT = Minor reaches 18 years of age	\$19,21Wfs, Stats.	Waived			C
Health Check / Well Child: Adult	CR + 7 years	\$19,21Wfs, Stats.	Waived			C
Health Check / Well Child: Minor	EVT + 5 years; EVT = Minor reaches 18 years of age	\$19,21Wfs, Stats.	Waived			C
Health Fair Records	CR + 7 years		Waived			C
Home Care Record	EVT + 6 years; EVT = The month the cost report is filed with the intermediary, maintain even if program is discontinued		Waived			C
Lead Screens	CR + 7 years		Waived			C
Monthly Clinic Statistic Report	CR + 1 year		Waived			
Monthly Nurses Calendar	CR + 1 year		Waived			C
Short Term Record: Adult	CR + 7 years	\$19,21Wfs, Stats.	Waived			
Short Term Record: Minor	EVT + 5 years; EVT = Minor reaches 18 years of age	\$19,21Wfs, Stats.	Waived			

Communicable Disease Records									
Clinic Record, STD Clinic	CR + 7 years			Waived					C, PI
Communicable Disease Outbreak Records [DOH 4142 (Rev. 8/850 & is complete DOH 5081) (Original to State Epidemiologist)]	EVT: EVT = Investigation is complete			Waived					C, PI
Communicable Disease Reports (4151) - Local Copy (Original to State Epidemiologist): Adult	CR + 7 years			Waived					C, PI
Communicable Disease Reports (4151) - Local Copy (Original to State Epidemiologist): Minor	EVT + 5 years: EVT = Minor reaches 18 years of age			Waived					C, PI
Hep. B / TB Case Records	EVT + 30 years: EVT = Severance			Waived					C, PI
Immunization Administration Record	Permanent	National Childhood Injury Act of 1986, s 2122 PHS Act at 42 USC, s. 3002a - 25 (Supp. 1987)		N/A					C, PI
Immunization Record: Adult	CR + 7 years	\$19,21Wts. Stats.		Waived					C, PI
Immunization Record: Minor	EVT + 5 years: EVT = Minor reaches 18 years of age	\$19,21Wts. Stats.		Waived					C, PI
Referral Listing	CR + 7 years			Waived					C, PI
Signature of Person to Receive Vaccine or Person Authorized to Make Request for Immunization: Adult	CR + 10 years			Waived					C, PI
Signature of Person to Receive Vaccine or Person Authorized to Make Request for Immunization: Minor	EVT + 5 years: EVT = Minor reaches 18 years of age			Waived					C, PI
STD Report (4343) - Local Copy (Original to State Epidemiologist): Adult	CR + 7 years			Waived					C, PI
STD Report (4343) - Local Copy (Original to State Epidemiologist): Minor	EVT + 5 years: EVT = Minor reaches 18 years of age			Waived					C, PI
Community Education	CR + 7 years			Notify					
Educational Materials	CR + 7 years			Notify					
Evaluation	CR + 7 years			Notify					
Program Materials	CR + 7 years			Notify					
Environmental Health Records	CR + 7 years			Waived					
Health Hazard Investigations	CR + 3 years			Waived					
Licensed Establishments Inspection Reports	EVT: EVT = System is abandoned			Waived					
On-Site Waste	Permanent			N/A					
Variance Approvals	CR + 7 years			Waived					
Water Sample Reports	EVT: EVT = System is abandoned			Waived					
Well / Septic Permits				Waived					
Adolescent & Family Services / Juvenile				Waived					
Adolescent & Family Services Census Sheets	5			Waived					C
Adolescent & Family Services Client Index Card File	5			Waived					C
Adolescent & Family Services Client Listing	5			Waived					C
Adolescent & Family Services Client Logs	5			Waived					C
Adolescent & Family Services Client Records	EVT + 7 years: EVT = Youngest child in household turns 19 years of age	HS 92.12(2) & (4)		Waived					C
Daily Staff Attendance Reports	CR + 1 year			Waived					
Daily Staff Schedule	CR + 2 years			Waived					C
Original Offense Report	CR + 2 years			Waived					C
Permission Slips (Residents)	CR + 2 years			Waived					C
Requests for Leave, employee	CR + 1 year			Waived					

Resident Juvenile Case Files, secure	EVT + 10 years: EVT = Case Closed	§ 48.396 & HSS 346.113 & SCR 72(41)	Waived			C
Resident Juvenile Case Files, shelter care	EVT + 7 years: EVT = Case Closed	§ 48.396 & HSS 346.113 & SCR 72(41)	Waived			C
Resident Medical Treatment Records	CR + 7 years	HSS 92.12(1) & (2)(3)	Waived			C, PII
Resident Medication Log	S		Waived			C, PII
Shelter Care Secure Admission Register	Permanent	HSS 54.06 (2)(a)(1)	N/A			C
Supervisor Shift Log	CR + 2 years		Waived			C
Unit Log (Male & Female)	CR + 2 years		Waived			C
Intake Shared Services	EVT + 7 years: EVT = Minor reaches 18 years of age		Waived			C
Certified Child Care Files	CR + 7 years		Waived			C
Child Abuse and Neglect / Child Welfare Client Records	EVT + 7 years: EVT = Youngest Child in Family turns 18 years of age	DHS Memo (82-1A)	Waived			C
Intake & Shared Services Client Records	CR + 2 years		Waived			C
Intake Access Contact Listing	EVT + 7 years: EVT = Minor reaches 18 years of age		Waived			C
Kinship Care Client Records	EVT + 10 months: EVT = Transfer to Electronic Record		Waived			C
Long Term Care	S		Waived			C
Long Term Care Client Listing	EVT + 7 years: EVT = Case Closed		Waived			C
Long Term Care Client Log	EVT + 7 years: EVT = Case Closed		Waived			C
Long Term Care Client Records - Developmentally Disabled	EVT + 7 years: EVT = Case Closed		Waived			C
Long Term Care Client Records (Except Developmentally Disabled)	EVT + 7 years: EVT = Case Closed		Waived			C
Mental Health AODA / Clinical Services	Permanent	HSS 92.12(1)(2)(3)(4), HSS 63.15	N/A			C
Clinical Services Division Client Records	EVT + 7 years: EVT = Child turns 19 or case closed		Waived			C
Community Support Program (CSP) Admissions, Referrals, and Discharge Logs	CR + 7 years	HHS 63.08	Waived			C
Community Support Program (CSP) and Day Treatment (DT) Client Review Notes for State Audit	CR + 7 years		Waived			C
Community Support Program (CSP) Client Review Log	Permanent		N/A			C
Community Support Program (CSP) Client Waiting Lists	S		N/A			C
Community Support Program (CSP) Statistics	CR + 3 years		Waived			C
Complaint Investigations	EVT + 7 years: EVT = After Settlement		Waived			C
Court Commitment Tracking Sheets	S		Waived			C
Day Treatment and Group Home Waiting Lists	CR + 1 Month		Waived			C
Day Treatment Attendance Sheets	CR + 2 years	HSS 105.324	Waived			C
Day Treatment Statistics	Permanent		N/A			C, PII
Disease Indexing	EVT + 30 years: EVT = Terminated		Waived			C, PII
Employee Blood Born Pathogen Records	CR + 6		Waived			C
Employee Training Log	CR + 3 years	CR 2-244D	Waived			C
Employee Training Records (OSHSA)	CR + 10 years		Waived			C, PII
Hospital Census Sheets / Demographic	Permanent	HSS 63.16	N/A			C, PII
In-Patient Database Cards	Permanent		N/A			C, PII
Medical Staff Credential Files With Disciplinary Action	EVT + 7 years: EVT = Termination		Waived			C
Medical Staff Credential Files Without Disciplinary Action	CR + 5 years		Waived			C
Nursing Schedules			Waived			C

	OBRA Screening (Omnibus Budget Reconciliation Act)	CR + 1 year		Waived		
	Patient Treatment Survey	EVT + 1 year: EVT = Survey Complete		Waived		
	Payee Client Files	CR + 2 years		Waived		
	Payee Financial and Billing Records	CR + 2 years		Waived		C
	Paty Cash Vouchers	5		Waived		
	Physician's Registry	Permanent		N/A		
	Quality Assurance	EVT + 1 year: EVT = Survey Complete		Waived		
	Supervision Log	CR + 3 years		Waived		
	Survey's - Title XIX	CR + 15 years		N/A		
13	Highway					
	Drug & Alcohol Testing Records	CR + 2 years		Waived		C, PI
	Fuel Usage Records	CR + 2 years		Waived		
	Heavy Equipment & Vehicle Inventory Ledger	5		Waived		
	Machinery, time sheets	EVT + 1 year: EVT = Machinery is replaced		Waived		
	Permits	Permanent		N/A		
	State Gas Reports	CR + 3 years		Waived		
	Stock Control Records	CR + 2 years		Waived		
	Vehicle Maintenance Histories	Life of Vehicle		Waived		
	Vehicle Usage Reports	CR + 2 years		Waived		
14	Human Services					
	Administrative	CR + 7 years	\$ 19.21	Waived		
	Agency Evaluations	CR + 7 years	\$ 19.21	Waived		
	Agency Goals, objectives, short & long term strategic plans	CR + 7 years	\$ 19.21	Waived		
	Incident / Injury Reports	CR + 7 years / EVT + 1 year: EVT = settlement		Waived		
	Inventories, facility & equipment	CR + 7 years	\$ 19.21	Waived		
	Mission Statement, Philosophy, Purpose	CR + 7 years	\$ 19.21	Waived		
	Program Policies & Procedures	CR + 7 years	\$ 19.21	Waived		
	Fiscal	EVT + 90 days: EVT = Approval & publication	\$ 19.21	Waived		
	Fiscal Records, Billing	EVT + 7 years: EVT = Disposal of property	\$ 19.21	Waived		
	Grants	CR + 7 years	\$ 19.21	Waived		
	Inventories, non-expendable personal property	CR + 7 years	\$ 19.21	Waived		
	CR: 49 case records & other materials of all public assistance kept as required	If no payments have been made for at least 3 years & a face sheet & financial record or payments for each aid account are preserved in accordance with rules adopted by DHS5, set out below	\$59,42(9)(a)18.Wis. Stats.	Notify		C
	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; & any other document needed to support income maintenance agency decisions (2) Sheets which document the verification of unchangeable items, such as social security numbers, birth dates, & citizenship (3) financial record for all payments not on file in CRN	(1) EVT: EVT = Most recent 6 year period (2) As long as case is open (3) As long as case is open	CR: DCF 121 Wis. Adm. Code	Waived Waived		C

	b. Closed Public Assistance Cases & Denied Cases: (1) records specified in 1.a(1) above (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 (3) Most recent data form & record specified in 1.a(3) above	(1) EVT + 3; EVT = Closed (2) EVT + 6; EVT = Closed (3) EVT + 3; EVT = Date of Denial	Ch. DCF 121 Wis. Adm. Code	Notify Monthly Waived		C
	Fraud Referral Records					
	a. Unfounded	EVT + 3 years: EVT = Determination Decision**	Ch. DCF 121 Wis. Adm. Code	Waived		C
	b. Founded – referred to D.A.	EVT + 7 years: EVT = Determination Decision**	Ch. DCF 121 Wis. Adm. Code	Waived		C
	c. Founded – other	EVT + 5 years: EVT = Determination Decision**	Ch. DCF 121 Wis. Adm. Code	Waived		C
	Third-party recovery records	EVT + 1 year: EVT = Case Closed**		Waived		C
	JOB5 participant records	** Recommend microfilming essential information EVT + 7 years: EVT = Last date of JOB5 eligibility, therefore closed	DHSS Admin. Memo 94-18	Waived		
	Social Service Case File					
	a. State Required Case Documentation: initial contact sheet; notice of agency action; social services narrative; financial information; any other records documenting client eligibility & activity	EVT + 3 years: EVT = Case Closed	DHSS Memo 82-1A	Waived		C
	b. State Required & County Developed Case Documentation: assessment; or diagnostic forms; records & narratives; social and medical histories; copies of court reports pertinent to case; release of information forms; client or service agreements; forms & documentation of eligibility or financial status	EVT + 3 years: EVT = Case Closed	DCS Memo 92-12	Waived		C
	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	EVT + 1 year: EVT = Final action / Determination	DCS Memo 92-12	Waived		C
	Protective Payee	EVT + 7 years		Waived		C
	Case Management Files	EVT + 7 years		Waived		C
	Payee Miscellaneous Documents	EVT + 3 months: EVT = Audited		Waived		C
	Child-Placing Agency					
	a. Register, identifying information about children accepted for service or placement	Permanent	HSS 54.05(2)(a)1	N/A		C
	b. Individual Case Records for each child served & his / her family	EVT + 7 years: EVT = Case closed		Waived		C
	c. Individual Foster Home Records for each foster home used by the agency, which includes signed applications & agreements	CR + 7 years		Waived		
	d. Individual Records of Studied Adoptive Applicants	CR + 7 years		Waived		C
	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	EVT + 2 years: EVT = License or certificate is no longer active	DCS Memo 92-12	Waived		C
	f. Licensing & Certification Records for above types of facilities where license or certificate was not approved	EVT + 1 year: EVT = Final action / Determination	DCS Memo 92-12	Waived		

	9. Adoption records; county agencies providing child welfare services under s. 48.56 or child-placing agencies licensed under s. 48.50, should follow the detailed procedures for adoption information search & disclosure detailed in HSS 53	Permanent	HSS 53.07(1)	N/A			C
	Third-Party Recovery	CR + 7 years		Waived			
15	Medical Examiner						
	Case Face Sheet Logs	Permanent		N/A			C
	Case File Slides	CR + 75 years		Waived			C
	Case File X-Rays	CR + 75 years		Waived			C
	Case Files	CR + 75 years		Waived			C
	Cremation Case Files	Permanent		N/A			C
	Data Base Entry Form (DRAFT)	CR + 5 years		Waived			
	Digital Case Photos	CR + 75 years		Waived			
	Firewash Inspection / Waste Container Logs	CR + 5 years		Waived			
	Homicide or Suspicious Death Investigation Case Files	CR + 75 years		Notify			
	Medication Disposal Logs	CR + 10 years		Waived			C
	Other Investigation case files	EVT + 7 years: EVT – Litigation resolved or case closed		Waived			
	Outside Case Billing Log	CR + 10 years		Waived			
	Report for Final Disposition (other reportable)	CR + 3 years		Waived			C
	Sharp Container Log	CR + 5 years		Waived			
16	Park & Land Use						
	Administration						
	Annual Work Plans	CR + 5 years		Waived			
	Citation & Park Patrol Records	CR + 2 years		Waived			
	Construction Contracts	CR + 7 years		Waived			
	County Forest Plan	CR + 15 years	\$28.11 Wis. Stats	Notify			
	Credit Card Receipts	CR + 1 year		Waived			
	DNR Agreements	CR + 7 years		Waived			
	Employee Emergency Information Form	S		Waived			
	Equipment & Vehicle Registration Reports	EVT: EVT – Equipment / Vehicle disposed of		Waived			
	Expenditures, seasonal employees	CR + 3 years		Waived			
	General Information	S		Waived			
	Guidebooks & Trail Information	S		Waived			
	Lawsuits	EVT + 1 year: EVT = Final Disposition		Waived			
	Licensed Establishment Collection Reports	CR + 5 years		Waived			
	Material Recycling Facility (MRF) Financial Records	CR + 3 years		Waived			
	Plat Books	Permanent		N/A			
	Radon Reimbursement Requests	CR + 7 years		Waived			
	Records of Bounty Claims Forwarded to DNR	CR + 1 year	\$59.52(9)Wis. Stats	Waived			
	Status Reports, monthly	CR + 3 years		Waived			
	Street Atlas	Permanent		N/A			
	Study, departmental fee rates	CR + 3 years		Waived			
	Timber Sale Contracts (bid openings, etc.)	CR + 7 years		Waived			
	Wisconsin Conservation Corps Projects / Crew Information	CR + 3 years		Waived			
	Environmental Health						
Animal Bite Files	CR + 10 years	WI Dept. of Agril.; AG 13	Waived				
Animal Bite Log	CR + 1 year		Waived				
Animal Complaint Log	CR + 7 years		Waived				
Block Grant	CR + 7 years		Waived				
Collier Culture Quality Control	CR + 5 years		Waived				
Commercial Premise Files	Permanent		N/A				
Delinquent Septic Systems	S		Waived				
Environmental Department Audit	S		Waived				

	Environmental Health Mileage Code Dailies	CR + 7 years		Waived			
	Establishments Out of Business, Dept. of Agriculture	Permanent		N/A			
	Fluoride Nitrate Test Results	CR + 5 years		Waived			
	Food & Liquor License Establishments	CR + 7 years		Waived			
	Food Borne Illness / Establishment Complaint Files	EVT + 7 years: EVT = Complaint Filed		Waived			
	Food Sample Reimbursement Documentation	CR + 7 years		Waived			
	Ground Water Monitoring Reports	CR + 20 years		Waived			
	Hazardous Waste Department Investigations	CR + 3 years	W.A.C. NR 630.31 (1) (6)	Waived			
	Holding Tank Files	CR + 3 years		Waived			
	Holding Tank Maintenance Cards	CR + 2 years		Waived			
	Hotel / Motel Inspections	CR + 3 years	HSS 192.01 & 192.08 (1)	Waived			
	Hotel / Restaurant Licensed Establishments Log	Permanent		N/A			
	Inspection's for Peddler's Permits	CR + 3 years	HSS 192.01 & 192.08 (1)	Waived			
	Lab Water Testing Log	5		Waived			
	Lead Inspections (Poisonous & Non-Poisonous)	Permanent		N/A			
	Nitrate Analysis Reports (ISE)	Permanent		N/A			
	Postage Tally	CR + 1 year		Waived			
	Premise Files	Permanent		N/A			
	Private Sewage System Inspection Reports	Permanent		N/A			
	Property Site Inspections	CR + 10 years		Waived			
	Public Camp Grounds	CR + 3 years	HSS 192.01 & 192.08 (1)	Waived			
	Radon Grants	CR + 7 years		Waived			
	Radon Lab Results	CR + 7 years		Waived			
	Rainfall Data	5		Waived			
	Recreational Educational Camps	CR + 3 years	HSS 192.01 & 192.08 (1)	Waived			
	Reimbursement Reports	CR + 1 year		Waived			
	Restaurant & Retail Consumer Complaints	CR + 10 years		Waived			
	Restaurant Licensing & Inspection Files	CR + 10 years		Waived			
	Restaurants, Out of Business	Permanent		N/A			
	Retail Food Establishment Inspection Log	Permanent		N/A			
	Retail Food Establishment Inspections	CR + 10 years		Waived			
	School Inspection Files	CR + 10 years		Waived			
	Septic Permits	Permanent		N/A			
	Septic System Inspection Files	Permanent		N/A			
	Sewage Complaints	Permanent		N/A			
	Soil Test Reports	EVT: EVT = Land developed and permit issued		Waived			
	Storage Tank Compliance & Maintenance Manual	5		Waived			
	Storage Tank Installation & Removal	Permanent		N/A			
	Storage Tank Registration & Permit Records	CR + 7 years		Waived			
	Storage Tank Remediation Financial Records	CR + 7 years		Waived			
	Storage Tank Remediation	Permanent		N/A			
	Storage Tank Remediation & Site Assessment Negatives	Permanent		Waived			
	Swimming Pool Inspections	CR + 3 years	HSS 192.01 & 192.08 (1)	Waived			
	Swimming Pool Licensing Log	CR + 2 years		Waived			
	Temperature Log, Refrigerator & Incubator	CR + 5 years		Waived			
	Transportation Site Inspections	CR + 10 years		Waived			
	Vending Machine Inspection Log	CR + 1 year		Waived			
	Vending Machine Licensing	CR + 10 years		Waived			
	Water Sampling Summary Reports	EVT + 5 years: EVT = Audit		Waived			
	Well Inspection Lab Note Log	CR + 5 years		Waived			
	Well Inspection Logs	Permanent		N/A			
	Well Surveys	CR + 5 years		Waived			

Wisconsin Fund Grant Program Files	CR + 7 years		Waived		
Land Resources - Land Conservation	Permanent		N/A		
Agriculture Compliance Inventory & Data Base	S		Notify		
Agriculture Land Preservation Plan	EVT + 3 years: EVT = Termination or Expiration of all contracts signed that year	NR 120ATCP 50	Waived		
Cost Sharing Agreement Records					
County Mining and Yard Waste Contracts	Permanent		N/A		
Detailed Design Drawings (Land & Water Conservation Designs)	Permanent		N/A		
Drainage District Files	Permanent		N/A		
Erosion and Storm Water Permits	Permanent		N/A		
Farm Conservation Plans	Permanent	120-GM, 408-98, SCS/CR9(29)(31)a)	N/A		
Interdepartmental Agreements	S		Waived		
Land and Water Resource Management Plan (LWRM)	Permanent		Notify		
Land Conservation Grants	CR + 7 years		Waived		
Non-Metallic Mining Permit Files	Permanent		N/A		
Wetland Maps	Permanent		N/A		
Land Information System	Permanent		N/A		
Aerial Photographs	Permanent		N/A		
Assessors Plats	Permanent		N/A		
Award of Damage for Scenic Rights	EVT: EVT = Recorded		Waived		
Cadastral Maps	Permanent		N/A		
Certified Mileage Lists	S		Waived		
County Development Plan	S		Notify		
Grant Application	CR + 10 years		Waived		
Grant Contract Work Project Documentation	CR + 10 years		Waived		
Hauler Licenses / Applications	EVT + 2 years: EVT = Renewal		Waived		
Land Information Plan	Permanent		Notify		
Parcel Maps for Tax Records	CR + 10 years		Waived		
Relocation of Orders / Maps	S		Waived		
Report of Functional Jurisdiction of Roads	EVT + 10 years: EVT = Next Report Received		Waived		
Town Plats	CR + 3 years		Waived		
Waste Management Plan	S		Waived		
Water Quality Approval Letters	Permanent		N/A		
Park System					
Automobile Accident Reports	CR + 7 years		Waived		
Culverts, Dams and Bridges	Until no longer operated and maintained	Ch. 5 30 & 31 Wis. Stats.	Waived		includes permits, orders, maintenance, and inspection
Facility Reservations	EVT + 7 years: EVT = Last Reservation		Waived		
Grant, Funding	Life of Project		Waived		
History of - Photo albums, etc.	Permanent		Notify		
Incident Reports	CR + 7 years		Waived		
Injury Report Packets, employee	EVT + 7 years: EVT = Employee Terminated		Waived		
Injury Reports, non-Employee	CR + 7 years		Waived		
Land Acquisition, deeds, abstracts	Permanent		N/A		
Lifeguard Activity Log	CR + 2 years		Waived		
Log, Chemical Applications	CR + 7 years		Waived		
Log, Water Use	Life of Project		Waived		
Log, Well Data	Life of Project		Waived		
Master Park Plan (5 Year Plan)	S		Notify		
Park System Task Report	CR + 3 years		Waived		
Plans / Construction Documents / Specifications / Drawings	Life of Project		Waived		
Program Registrations	EVT + 7 years: EVT = Last Reservation		Waived		
Publicity Newsletter	Permanent		N/A		

Safety Inspection Report	CR + 7 years		Waived		
Site Plans	Life of Project		Waived		
Volunteer Information	CR + 3 years		Waived		
Planning and Zoning					
Amendments to the County Development Schedule	Permanent		N/A		
Atlas	5		Notify		
Board of Adjustment Case Files	Permanent		N/A		
Board of Adjustment Decisions & Supporting Documentation	Permanent		N/A		
Building Plans	Life of Project		Waived		
Conditional Use Files	Permanent		N/A		
Drainage District Records	Permanent		N/A		
Flood Hazard Inquiries, Determinations	Permanent		N/A		
Inspection Reports for Sanitary	Permanent		N/A		
Land Use Permits, easements	Permanent		N/A		
Log, board of adjustment cases	Permanent		N/A		
Log, violations	Permanent		N/A		
Permit Applications	Permanent		N/A		
Permit Records	Permanent		N/A		
Plan of Operations and Site Plans	Permanent		N/A		
Project, Redistricting, Reapportionment	EVT + 10 years: EVT = Next Report Received or Project Completed		Waived		
Receipt Books	CR + 7 years		Waived		
Rezoning Files, zoning amendments	Permanent		N/A		
Subdivision Records	Permanent		N/A		
Town Plan Commission Reviews, community assistance	Permanent		N/A		
Video Tapes	CR + 3 years		Waived		
Violation Complaint	Permanent		N/A		
Violation Files	Permanent		N/A		
Wetland & Flood Plain Preservation Maps	Permanent		N/A		
Zoning Applications, rejected and no activity	Permanent		N/A		
Zoning Committee Records	Permanent		N/A		
Zoning Map	Permanent		N/A		
Zoning Ordinances	Permanent		N/A		
Zoning Permits Issued	Permanent		N/A		
Recycling and Solid Waste					
Computer Recycling Reports	Permanent		N/A		
County Compost Facility Reports	Permanent		N/A		
County Landfill Agreements	5		Waived		
Feasibility Studies	Permanent		N/A		
Hazardous Waste Collection Grant Program Files	CR + 5 years		Waived		
Hazardous Waste Surveys	CR + 3 years	§ NR 544.07 Wis. Code	Waived		
Household Hazardous Waste (Clean Sweep)	Permanent	§ NR 187 Wis. Adm. Code	N/A		
Materials Recycling Facility Monthly Reports	EVT + 3 years: EVT = Superseded		Waived		
Recycling Grants	EVT + 7 years: EVT = Audited		Waived		
Recycling Newsletter	CR + 10 years		Waived		
Service Agreement (MRF)	EVT + 7 years: EVT = Termination		Waived		
Solid Waste Management Plan	Permanent		N/A		
17					
Personnel					
Department Training Records	CR + 7 years		Waived		
Directives & Policies	EVT + 7 years: EVT = Superseded or Terminated		Waived		
EEO - 4 Reports	CR + 7 years		Waived		

	Disburse Job Descriptions, & any other personnel or employment records made or kept, including but not limited to application forms or resumes by applicants & other records or decisions pertaining to hiring, promotion, demotion, transfer, layoff or termination, terms of compensation, & selection or training	EVT + 4 years; EVT = Position of discrimination has been filed; all personnel records relevant to a change in position shall be retained until final disposition of the change or action	Waived			
	Performance Evaluations & Medical Records	CR + 6 years	Waived			
	Union Contracts & Grievance, Mediation & Arbitration Records	Permanent	N/A			

18	Public Works Contracts					
	Affidavit of organization & authority, successful bidders	EVT + 7 years: EVT = Project completion	Waived			
	Affidavit of organization & authority, unsuccessful bidders	CR + 2 years	Waived			
	Bid Tabulations	EVT + 7 years: EVT = Project completion	Waived			
	Bidder's Proof of Responsibility, successful bidders	CR + 7 years	Waived			
	Bidder's Proof of Responsibility, unsuccessful bidders	CR + 2 years	Waived			
	Bids, successful	EVT + 7 years: EVT = Project completion	Waived			
	Bids, unsuccessful	CR + 2 years	Waived			
	Notice to Contractor, successful bidders	CR + 7 years	Waived			
	Notice to Contractor, unsuccessful bidders	CR + 2 years	Waived			
	Performance Bond	EVT + 7 years: EVT = Project completion	Waived			
	Facilities Management					
	Asbestos Files	Permanent	N/A			
	Cleaning Log	CR + 1 year	Waived			
	Condemned Homes on County Property / Burning of County Building Files	Permanent	N/A			
		EVT + 3 years: EVT = Superseded	Waived			
		Flood file (Administration Center)	Permanent	N/A		
	Inspection Cleaning Evaluation Reports	CR + 2 years	Waived			
	Inspection Reports (Elevator, etc.)	CR + 7 years	Waived			
	Key Number Listing	Permanent	N/A			
	Maintenance Job Order Data Sheet	CR + 1 year	Waived			
	Maintenance Key Daily Sign Out Sheet	5	Waived			
	Maps - Original Drawings	Permanent	N/A			
	Natural Gas Usage Manual	5	Waived			
	Parks, substations & highway building survey reports / yearly	CR + 10 years	Waived			
	Payroll Time Cards (Maintenance)	CR + 7 years	Waived			
	Project Files	Permanent	N/A			
	Project Log	Permanent	N/A			
	Record of Transmittal	CR + 3 years	Waived			
	Utility Computer Printouts	5	Waived			

Register of Deeds
 Officially adopt the Register of Deeds, General Schedule (compiled by WHS and approved by WPRB), which is incorporated herein by reference as presently constituted or hereafter revised (see: Addendum E).

19	Sheriff					
	Process / Identification Bureau	CR + 7 years	Waived			
	Attorney Letters	Permanent	N/A			
	Bureau of Identification Sheets	CR + 1 year	Waived			
	Civil Process Worksheet	CR + 7 years	Waived			

Daily Roster Assignments	CR + 1 year	Waived			
Death Investigation Negatives, Sensitive in Nature	Permanent	N/A			
Department Employee Photos	EVT + 7 years: EVT = Termination	Waived			
Evidence, Major Cases	EVT + 1 year: EVT = Final Appeal	Waived			Documentation, not actual physical evidence
Execution Log	CR + 7 years	Waived			
Executions	CR + 7 years	Waived			
Finger Print Cards	Permanent	N/A			
Foreclosures, Sheriff's Sales	EVT + 7 years: EVT = Sale of Property	Waived			
Form 50's	CR + 7 years	Waived			
Injunctions	EVT: EVT = After Expiration	Waived			
Mug Shots	Permanent	N/A			
Process, deposit receipts	CR + 7 years	Waived			
Process, receipt print-outs	CR + 7 years	Waived			
Proof of Service	CR + 7 years	Waived			
Property Inventory Audit	EVT + 20 years: EVT = Disposition of property	Waived			
Restraining Orders	EVT: EVT = Closed	Waived			
Traffic Accident Photos	EVT + 5 years: EVT = Date of final Appeal	Waived			
Transport Records	CR + 7 years	Waived			
Jail Division					
Account work sheets	CR + 7 years	Waived			
Applicant Status Sheets (non-hire)	EVT + 1 year: EVT = Interview	Waived			
Block Check Sheets	CR + 8 years	Waived			
Bond Receipts	CR + 8 years	Waived			
Booking Sheets	Permanent	N/A			
Canteen sheets	CR + 7 years	Waived			
Cash Books	CR + 8 years	Waived			
Check Books	CR + 7 years	Waived			
Contract Employee Files	EVT + 5 years: EVT = Termination	Waived			
Critical Incidents	EVT + 8 years: EVT = Incident	Waived			
Daily Attendance Rosters	CR + 8 years	Waived			
Daily Bond	CR + 8 years	Waived			
Daily Work Shift Roster	CR + 8 years	Waived			
Dockets, daily jail records	CR + 8 years	Notify			
Exercise Logs	CR + 8 years	Waived			
Fire Equipment & Inspection Report	CR + 8 years	Waived			
Huber Block Check Sheets	CR + 8 years	Waived			
Huber Daily Inmate Roster	EVT + 8 years: EVT = Release of Inmate	Waived			
Huber Inmate Incarceration Files	EVT + 8 years: EVT = Release of Inmate	Waived			
Huber Registration of Visitors	CR + 8 years	Waived			
Huber Rules Forms	CR + 8 years	Waived			
Inmate Daily Activity Log Forms	CR + 8 years	Waived			
Inmate Files: disciplinary forms, Huber relocation forms, employer information forms, employer job search, verification sheets, court orders	EVT + 8 years: EVT = Release of Inmate	Waived			

Inmate Medical Records	EVT + 8 years; EVT = Release of Inmate	§5, 146.81 to 146.83 Wis. Stats. and §5 DOC 348.09 & 350.11 Wis. Adm. Code	Waived			C, PI
Jail billing	CR + 8 years	§ 59,27(8) Wis. Stats.	Waived			
Jail Inmate Register	5	§ DOC 350.11 Wis.	Waived			
Jail Kitchen Menu	CR + 1 Month		Waived			
Jailer logs	CR + 8 years	§ 59,27(8) Wis. Stats.	Waived			
Law Suits & Complaints	EVT + 5 years; EVT = Settlement or Closure		Waived			
Ledger Sheets	CR + 7 years		Waived			
Monthly Equipment Check	CR + 8 years		Waived			
Shift Logs	CR + 8 years		Waived			
Surveillance Recordings-Audio/Video	121 days	§893.80 Wis. Stats.	Waived			
Visitor Log	EVT + 8 years; EVT = Date of Visit	§ DOC 350.11 Wis. Adm. Code	Waived			
Volunteer Security	CR + 5 years		Waived			
Detective Division						
Arrest Records	CR + 8 years	§ 59,27(8) Wis. Stats.	Waived			
Citizen Complaints	Permanent		N/A			
Evidence Cards	CR + 10 years	§ 59,27(8) Wis. Stats.	Waived			
Field Interrogation Cards	EVT + 8 years; EVT = Close of Case		Waived			
Incident Records	CR + 10 years	§ 59,27(8) Wis. Stats.	Waived			
Internal Investigation Files	EVT + 1 year; EVT = Death of person unless there is open activity on the case		Waived			
Juvenile Cards	EVT + 1 year; EVT = Juvenile's 18th Birthday		Waived			
Ordinance Violation Citation	CR + 2 years		Waived			
Polygraph Examinations and Reports	Permanent		N/A			
Patrol Division						
False Alarm Card File	5		Waived			
False Alarm Door Opening Invoices	CR + 1 year		Waived			
Fire Maintenance Records	Life of Vehicle		Waived			
Intern Records	CR + 5 years		Waived			
School Surveys	CR + 5 years		Waived			
Squad Car Video Recordings	CR + 121 Days	§893.80 Wis. Stats.	Waived			
Uniform Traffic Citations	EVT + 1 year; EVT = Closed, disposed, or canceled		Waived			
Wisconsin Accident Reports	CR + 8 years		Waived			
Work Schedules	CR + 7 years	§ 59,27(8) Wis. Stats.	Waived			
Dispatch Center						
Audio Tapes (e.g., 911)	CR + 121 days	§893.80 Wis. Stats.	Waived			If digital, must produce original
Incident Record	CR + 10 years		Waived			
Telecommunicator's Radio Records	CR + 120 days		Waived			
Accident Report	CR + 8 years		Waived			
Accident Reports, Non-Reportable	CR + 8 years		Waived			
Alcohol Assessments, Education Referrals	CR + 5 years		Waived			
Blueprints, Justice Department	Permanent		N/A			
Citations	CR + 8 years		Waived			
Contact Municipality Logs	5		Waived			
Driver Condition Behavior Reports	CR + 2 years		Waived			
Ignition Interlock Device Installation & Removal Record	5		Waived			

Incident Reports	Permanent	EVT + 8 years: EVT = End of use	N/A	Waived			
Laser Logs	CR + 2 years		Waived				
Money Transfer Log- Front Desk	5		Waived				
Orders to Produce (Writs)	CR + 2 years		Waived				
Patrol Roster	EVT + 8 years: EVT = End of use		Waived				
Radar Certification Logs	CR + 3 years		Waived				
State Uniform Crime Report	EVT + 6 Months: EVT = After compliance		Waived				
Warning Notices			Waived				
Drug Unit	Permanent		N/A				
Asset Forfeiture Log	EVT + 8 years: EVT = Given up for Auction		Waived				
Asset Forfeitures	Permanent		N/A				
Confidential Informant File	Permanent		N/A				
Confidential Informant Log	Permanent		N/A				
Evidence Destruction File	EVT + 8 years: EVT = Last date of Appeal		Waived				
Fleet Leased Contracts	EVT + 1 year: EVT = Contract termination		Waived				
Incident Report Log	EVT + 8 years: EVT = Date of Last Incident		Waived				
Incident Reports	Permanent		N/A				
Intelligence Request Log	CR + 15 years		Waived				
Known Offender File (KOF) Lawsuits	EVT + 7 years: EVT = Date of last appeal		Waived				
Officers Daily Reports	CR + 7 years		Waived				
Petty Cash Vouchers	EVT + 7 years: EVT = Audited		Waived				
Search Warrants	EVT + 1 year: EVT = Search Completed		Waived				
Warrant, Sex offence & Drug Activity Log Book	Permanent		N/A				
Court Services / Warrants	CR + 3 years		Waived				
Bailiff Time and Activity Report	CR + 3 years		Waived				
Court Security Reports	5		Waived				
Daily Employee Witness Court Record	EVT + 8 years: EVT = Date of Final Appeal		Waived				
Stun Belt in Custody Notification & Maintenance Log	EVT + 1 year: EVT = Warrant Cancellation		Waived				
Warrant Cards	EVT + 7 years: EVT = Warrant Cancellation		Waived				
Warrant, cancellation sheet from court	EVT + 7 years: EVT = Warrant Cancellation		Waived				
Warrant, ledgers	CR + 7 years		Waived				
Warrant, problems and complaints	EVT: EVT = Until Satisfied		Waived				
Warrants	EVT + 1 Month: EVT = Cancellation or Served		Waived				
Warrants, cancelled - gold sheet	EVT + 3 years: EVT = Warrant Cancellation		Waived				
Warrants, cancelled extradition			Waived				
Administration	EVT + 8 years: EVT = Closed		Waived				
Accidents, squad	CR + 1 year		Waived				
Contract Logs	EVT + 3 years		Waived				
Conveyance Cards	CR + 8 years		Waived				
Daily Roll Call Rosters	Permanent		N/A				
Department General Orders	5		Waived				
Emergency Personnel Employee Records	CR + 3 years		Waived				
False Alarm Fee Documentation, uncollectible	EVT + 3 years: EVT = Last Payment Received		Waived				
Grant Reports and Documentation	CR + 7 years		Waived				
Overtime Cards			Waived				

	Psychological Evaluations (Employee)	EVT + 15 years: EVT = Termination		Waived
	Warrants, teletypes / municipalities	EVT: EVT = Warrant Cancellation		Waived

20	Surveyor	S			
	Annexation / Detachment Plats	S	§§ 66.0217, .0219, .0221, .0223 Wis. Stats.	N/A	
	Assessor's Plat	S	§ 70.27 Wis. Stats.	N/A	
	Bulkhead Line Maps	S	§30.11(3) Wis. Stats.	N/A	
	Cemetery Plat Court Orders	S	§ 157.07 Wis. Stats.	N/A	
	Cemetery Plats	S	§ 157.07 Wis. Stats.	N/A	
	Certified Survey Maps	S	Ch. 236 Wis. Stats.	N/A	
	Condominium Instruments	S	Ch. 703, Wis. Stats.	N/A	
	Correction Instruments	S	§ 236.295 Wis. Stats.	N/A	
	County Highway Widening Plan	S	Ch. 83 Wis. Stats.	N/A	
	Official Map Certification	S	§ 62.23(6)(b) Wis. Stats.	N/A	
	PLSS Monument Records	S	Ch. A-E 7 Wis. Adm. Code	N/A	
	Property Survey Maps	S	Ch. A-E 7 Wis. Adm. Code	N/A	
	Section Corner Monument Location Documentation	Permanent	§§ 59.45, 59.74, & 59.75 Wis. Stats.	N/A	

21	University Extension	CR + 50 years	Waived	
	4-H, Award/Convention Materials	CR + 25 years	Waived	
	4-H, Enrollments	EVT + 3 years: Child turns 21 years of age	Waived	
	4-H, Health Records - Summer Camp	CR + 7 years	Waived	
	Farmland Preservation Certifications	CR + 3 years	Waived	
	Garden Plot Rentals	CR + 7 years	Waived	
	Homemaker Program, Agencies / Groups	CR + 7 years	Waived	
	Homemaker Program, Participants	CR + 7 years	Waived	
	Monthly Reports, UPS, Copies, Postage	CR + 1 year	Waived	
	News Releases	CR + 2 years	Waived	
	Newsletters, Originals	CR + 25 years	Waived	
	Premium Books, County Fair	CR + 1 year	Waived	
	Program / Teaching Curriculum	S	Waived	
	Project Files	S	Waived	

22	Veterans Service	S	Waived	
	Cemetery List	CR + 10 years	Waived	
	Commemorative Event Information	Permanent	Waived	
	Grave Registration Files	CR + 1 year	Waived	
	Mailing Log, Daily In/Out	Permanent	N/A	

Monthly Forms Tally Sheet	CR + 2 years		Waived			
Newsletters	CR + 6 years		Send a copy to Librarian, WI Veterans Museum, 30 W. Ariffin St., Madison, WI 53703			
News Releases	CR + 6 years		Waived			
Office Critiques	CR + 2 years		Waived			
Regulations	S		Waived			
Veterans' Benefit Case Files	EVT + 2 years; EVT = Death		Waived			C
Veterans' Information Management System (VIMS) Backup Disks	S		Waived			
Veterans' Personnel Cards	Permanent		N/A			
Veterans' Personnel Records	Permanent		N/A			
Veterans' Personnel Records, Agent Orange	Permanent		N/A			
Veterans' Personnel Records, Desert Storm	Permanent		N/A			
Veterans' Relief Records	CR + 10 years		Waived			
Wisconsin Department of Veterans' Affairs Bulletins	Permanent		N/A			

County Clerk
Addendum B

Records Series	Retention	Authority	Notification
Aid to immigration societies	CR + 7 years	s. 59.53 (17)	Notify
Apportionment maps	Until next apportionment	s. 59.03	Waived
Audit reports	CR + 7 years	n/a	Notify
Bank statements	CR + 7 years	s. 59.61 (3)	Waived
Bounty claims forwarded to DNR	CR + 1 year	s. 59.52 (4)	Waived
Claims paid by county and supporting papers	CR + 7 years or until audited; whichever is earlier	s. 59.52 (4)	Waived
Consolidation of counties: order for referendum or special election regarding	CR + 7 years	s. 59.08 (7)	Waived
County contribution to the mosquito control district	CR + 7 years	s. 59.701(15)	Waived
County officers: appointment of	CR + 7 years	s. 59.25 (2), 59.23 (1), 17.21 (6)	Waived
County orders uncalled for by the payee: list of	CR + 7 years	s. 59.64 (4)	Waived
County zoning ordinance: petition for amendment of	CR + 7 years	s. 59.69 (5)	Waived
Court commissioner: statement of all actions or proceedings	CR + 7 years	s. 59.61 (3), 59.61 (1)	Waived
Court costs and fees	CR + 7 years	s. 814.22 (2)	Waived
Crop reports by local assessors	CR + 3 years	s. 59.52 (4)	Notify
Detachment of farm land from cities; entry of judgment	CR + 7 years	s. 62.075 (5)	Waived
Equalization board proceedings or board of review	CR + 7 years	n/a	Notify
Farmland preservation agreements: application	CR + 7 years	s. 91.13 (1)	Waived
Forest products: notice of cutting forest products	CR + 7 years	s. 25.03 (1)(a)	Waived
Forfeiture: statements regarding the collection of and the payment to county treasurer	CR + 7 years	s. 778.15	Waived
Legislative documents, copies of	Retain until superseded by published statutes	s. 35.85 (11)	Waived
Metropolitan Transit Authority annual report	CR + 7 years	s. 66.94 (40)	Waived
Oaths of office: county officers	CR + 7 years	s. 59.23 (2), 59.52 (4)	Waived
Officers: town, city and village certified to county clerk	After date of expiration of term listed	s. 59.52 (4)	Notify
Official bonds: county officers	CR + 6 years	s. 59.17 (14)(b), 59.52 (4)	Waived
Payment vouchers and disbursement made by county treasury	CR + 7 years or until audited, whichever is earlier	s. 59.69 (4)	Waived
Publications fees	CR + 7 years	s. 985.065 (2)(d)	Waived
Removals from office: testimony and proceedings	CR + 7 years	s. 17.16 (8)(c)	Notify
Resignation of public officers	CR + 7 years	s. 17.01 (5), 17.01 (7)	Waived
Resolutions: agricultural use zoning ordinance	CR + 7 years	s. 91.73 (3)	Waived
School tuition claims for nonresidents	CR + 7 years	s. 121.77 (2)(a)	Waived
Town: order establishing a new town	CR + 7 years	s. 59.23 (k)	Notify
Town: record of any alteration of boundaries or organization of town	CR + 7 years	s. 59.23 (k)	Notify
Writs of certiorari	CR + 7 years	s. 753.04	Waived
County Board			
County board committee proceedings	CR + 7 years	n/a	Notify
County board meeting notices	CR + 7 years	s. 59.11	Waived
County board ordinances	CR + 7 years	n/a	Notify
County board proceedings: original papers, resolutions and reports concerning	6 years after date of publication	s. 59.717 (1)	Notify
County board resolutions	CR + 7 years	s. 59.02 (1)	Notify
Statistical report of county clerk to county board	CR + 2 years	n/a	Notify
Elections			
Absentee certificate--affidavit envelopes	90 days after date of local election and 22 months after Federal election	s. 7.23	Waived

County Clerk
Addendum B

All other election materials and supplies	90 days after date of local election and 22 months after Federal election	s. 7.23 (1)(k)	Waived	
Ballots, Federal	22 months after election	s. 7.23 (1)(f)	Waived	
Ballots, non-Federal	30 days after election	s. 7.23 (1)(h)	Waived	
Cancelled voter registration cards	4 years after cancellation	s. 7.23 (1)(g)	Waived	
Certificate of election	CR + 7 years	s. 7.60 (6)	Waived	
Certified lists of all candidates on file	90 days after date of local election and 22 months after Federal election	s. 7.08 (2)(a)	Waived	
Detachable recording units	14 days for primary and 21 days after any other election--clear or erase after transfer to a disk or other recording medium	s. 7.23 (1)(g)	Waived	
Disk or tape of election data	90 days after date of local election and 22 months after Federal election	s. 7.23 (1)(g)	Waived	
Election notices (types A-E and special elections), proofs of publication and correspondence	1 year after date of local election and 22 months after Federal election, unless contested, then by court order	s. 7.23 (1)(f)	Waived	
Election returns including inspector's statements, tally sheets, lists and envelopes	90 days after day of local election and 22 months after Federal election	s. 7.23 (1), 7.51 (5)	Waived	
Election supplies	90 days after date of local election and 22 months after Federal election	s. 7.10 (1)(a)	Waived	
Electronic ballot tallies	90 days after day of local election and 22 months after Federal election	s. 7.23 (1)(g)	Waived	
Federal elections records other than registration cards	22 months after day of election	s. 7.23 (1)(f)	Waived	
Financial registration statements	6 years after date of termination of registrant	s. 7.23 (1)(d)	Waived	
Financial campaign reports	6 years after date of receipt	s. 7.23 (1)(d)	Waived	
Nomination papers for political party committee man or woman	90 days after date of election	s. 7.23 (k)	Waived	
Nomination papers--County offices, 1940 and after	90 days after election	s. 7.23 (k)	Waived	
Nomination papers--County offices, before 1940	n/a	n/a	Notify	
Official canvasses including statements and determinations for local elections	10 years after date of election	s. 7.23 (1)(f)	Waived	
Official canvasses: votes cast for state and national offices	10 years after date of election	s. 7.23 (1)(f)	Waived	
Recount fee record	CR + 7 years	s. 9.01 (1)(ag) 4	Waived	
Registration and poll lists: non-partisan elections, 1940 and after	2 years after election	s. 7.23 (1)(f)	Waived	
Registration and poll lists: partisan elections, before 1940	n/a	n/a	Notify	
Registration and poll lists: partisan elections, 1940 and after	4 years after election	s. 7.23 (1)(f)	Waived	
Registration and poll lists: partisan elections, before 1940	n/a	n/a	Notify	
Registration and voting statistics	90 days after date of local election and 22 months after Federal election	s. 6.275 (1)	Notify	
Sample ballots	22 months after federal election and 30 days after non-federal election	s. 5.66 (2)	Waived	
Licenses				
Automobile registration lists	CR + 7 years	s. 341.17 (4)(a)	Waived	
Dog license fee records, reports	3 years provided the records have been audited	s. 174.08	Waived	
Dog licenses and tags: related records	CR + 2 years	s. 174.07	Waived	
Dog licenses: town and municipal treasurers' records of licenses sold and issued	CR + 3 years	s. 59.52 (4)	Waived	
Dogs: list of, kept in assessment district	CR + 2 years	s. 174.06 (7)	Waived	
Hunting, trapping, fishing licenses and other approvals	CR + 3 years	s. 29.09, 29.09 (6)	Waived	
License fee records: hunting, trapping, fishing	3 years provided the records have been audited	s. 29.09 (7)(a)	Waived	

County Clerk
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Livestock: claims for damage by dogs	CR + 7 years	s. 174.11 (1)	Waived	
Marriage license applications and supporting papers	CR + 10 years	s. 59.52 (4)	Waived	
Marriage license docket	CR + 7 years	s. 765.20	Waived	
Marriage license receipts and records	CR + 7 years	s. 59.07 (90) (Milw. Co. only), s. 765.15	Waived	
Marriage of underage persons, consent of guardian	CR + 7 years	s. 765.02 (2)	Waived	
Notice of stray animals	CR + 2 years	s. 170.02	Waived	
Vehicles: applications for registration of	CR + 7 years	s. 341.08 (5)	Waived	
Public Lands and Roads				
Airport land: acquisition of, order and maps	CR + 7 years	s. 114.33 (6)	Notify	
Award of compensation pursuant to relocation orders	CR + 7 years	s. 32.05 (7)(a)	Waived	
Condemnation proceedings: assessments of benefits and damages made in	CR + 7 years	s. 27.065 (2)(b)	Waived	
Condemnation proceedings: publication of final determination as a class 2 notice	CR + 7 years	s. 27.065 (6)(f)	Waived	
County forest lands: easements; entry and withdrawal	CR + 7 years	s. 28.11 (4)(f), 28.11 (4)(d)	Waived	
County forest road aids: maps	CR + 7 years	s. 86.315 (4)(a)	Waived	
County highways: acquisition of land, order and map; construction, statements and payroll	CR + 7 years	s. 83.08 (1), 83.04 (4)	Waived	
County highways: finding, determination, and declaration regarding controlled access	CR + 7 years	s. 83.027 (1)	Waived	
County improvement notice	CR + 7 years	s. 27.065 (9)(a)	Waived	
County park commissioners: appointment of	CR + 7 years	s. 27.02 (1)	Waived	
County parks and parkways: final determination of damages and benefits; notice of appeal, liens against property, plans and specifications of contractors, special	CR + 7 years	s. 27.065, (5)(6)(8)(9)(10)	Waived	
District protection and rehabilitations, special assessments and changes	CR + 7 years	s. 33.32 (1)(c)	Waived	
Drainage district: transfer to other jurisdiction, petition and resolution	CR + 7 years	s. 88.83 (4)	Waived	
Flood works: petition for reports; notice of hearing	CR + 7 years	s. 87.04 (1), 87.07 (1)	Waived	
Highway and road records, miscellaneous, before 1930	n/a	n/a	Notify	
Highway jurisdiction maps	CR + 7 years	s. 86.302 (1)	Waived	
Leasing of land under the U.S. flood control act of 1954	CR + 7 years	s. 24.39 (3)	Waived	
Municipal power and water districts: resolutions of organization, public service commission reports, petitions, referendum results	CR + 7 years	s. 198.03, 198.04, 198.06	Waived	
Notices to town assessors regarding lands sold and owned by county: copies	CR + 3 years	s. 59.52 (4)	Waived	
Petitions and objections regarding establishment of public land, inland lake protection and rehabilitation district	CR + 7 years	s. 33.26 (1), 33.25 (1)	Waived	
Protest of proposed zoning amendment in airport affected area	CR + 7 years	s. 59.69 (5)	Waived	
Relocation orders	CR + 7 years	s. 32.05 (1)(a)	Waived	
Resolution redefining metro sewage district boundary	Retain latest revision for each project		Waived	
State trunk highways, county maps	CR + 7 years	s. 66.888 (1)(d)	Waived	
Streets and parkways: adoption of grades and alterations	CR + 7 years	s. 84.02 (12)	Notify	
Town highways, petitions for immediate repair to culvert or bridge	CR + 7 years	s. 27.065 (3)	Waived	
Town highways: appropriations; appeals to county board	CR + 7 years	s. 81.38 (3)	Waived	
Zoning ordinance: adoption of	CR + 7 years	s. 81.38 (1), 88.83 (4)	Waived	
Social Services				
Aid: administration of and record of disbursements	CR + 7 years	s. 59.61 (5)	Waived	
Aid: application for, hearing and review	CR + 7 years	s. 45.14 (2)	Waived	
Annual report: department of social services	CR + 7 years	s. 49.50 (8)(b) 1, 49.50 (9)(a)	Waived	
Audit by State Department of Health and Social Services and administrative review of general relief agency	CR + 7 years	s. 46.18 (10)	Waived	
Audits of claim against county	CR + 7 years	s. 46.206 (1)(c), 46.208 (2)(m)	Waived	
	CR + 7 years	s. 46.18	Waived	

County Clerk
Addendum B

Bonds furnished by conservator of county hospital patient or county home resident or guardian for mentally ill patient	CR + 7 years	s. 880.295 (1)	Waived	
Cemetery care funds	CR + 7 years	s. 157.11 (9g)(a) 2.	Waived	
Clerk of Court for juvenile matters: appointment of	CR + 7 years	s. 48.04 (1)	Waived	
Power of attorney for health care instrument	CR + 7 years	s. 155.30 (3)	Waived	
Soldiers graves: record for the care of	CR + 7 years	s. 45.185 (2)	Waived	
Veterans burials and record of financial assistance	CR + 7 years	s. 45.17	Waived	
Veterans service commission: individual members' surety bond	CR + 7 years	s. 45.12 (2)	Waived	
Wills, living	CR + 7 years	s. 154.03 (2)	Waived	
Taxes				
Apportionment of county taxes: record of	CR + 7 years	s. 70.63 (1)	Waived	
Court certificates drawn on county treasurer	CR + 7 years	s. 66.081	Waived	
Illegal tax certificates charged back to local tax districts	3 years after charging back	s. 59.52 (4)	Waived	
Local assessors: reports detailing the work of	CR + 7 years	s. 73.06 (5)	Waived	
Notice of application for tax deed: affidavits related to	CR + 7 years	s. 75.12 (3)	Waived	
Notices of application for taking of tax deeds and certification of non-occupancy, proofs of service and tax certificates filed	CR + 15 years	s. 59.52 (4)	Waived	
Receipts from every county officer, employee, board, commission or other body collecting or receiving money on behalf of the county	CR + 7 years or until audited, whichever is earlier	s. 59.61 (1)	Waived	
Receipts issued by treasurer: copies	CR + 4 years or until audited, whichever is earlier	s. 59.25 (3), 59.52 (4)	Waived	
Service of notice on owner of record of original title	CR + 7 years	s. 75.28 (2)	Waived	
Tax Appeals Commission: appeals to	CR + 7 years	s. 70.64 (6)	Waived	
Tax Appeals Commission: notice of hearing	CR + 7 years	s. 70.64 (4)	Waived	
Tax apportionment notices sent to local taxing districts: copies	CR + 3 years	s. 59.52 (4)	Waived	
Tax apportionment: notices from Secretary of State	CR + 3 years	s. 59.52 (4)	Waived	
Tax deeds	CR + 7 years	s. 75.16	N/A	
Tax deeds: cancellation of	CR + 7 years	s. 75.23	Waived	
Tax receipts	CR + 15 years	s. 59.52 (4)	Waived	
Taxes levied on taxable property: statement of	CR + 7 years	s. 69.62	Waived	
Woodland tax law: copy of DNR action – request to place under law	CR + 7 years	s. 77.16 (9)	Waived	
General				
Any record subject to litigation, claim, audit or other action	until permission to destroy obtained from corporation counsel	n/a	Waived	
Cancelled checks	CR + 7 years	s. 59.52 (4)	Waived	
Correspondence	CR + 3 years	n/a	Waived	
Financial records	n/a	n/a	Notify	

County Treasurer
Addendum C

Records Series (copies)	Retention	Authority	Notification
Accounts payable: detail listing & check register	CR + 3 years	-	Waived
Appraisals, county-owned property	CR + 7 years	-	Waived
Assessments: certified special assessment roll	destroy after assessment collected or 7 years, whichever is longer	-	Waived
Assessments, real property	CR + 7 years	-	Notify
Assessments: statement of new special assessments	CR + 5 years	-	Waived
Assessments: special assessment payment register	destroy after all assessments collected or 7 yrs., whichever is longer	-	Waived
Audit letters	CR + 3 years	-	Waived
Balancing reports	CR + 3 years	-	Waived
Bank credit/debit notices	1 year after audit	-	Waived
Bank reconciliation	3 years after audit	-	Waived
Bank statements	CR + 7 years	-	Waived
Bankruptcies	CR + 7 years until superseded	-	Waived
Cash books, daily	FIS + 3 years provided audit is complete	-	Waived
Cash drawer reconciliation	1 year after audit	-	Waived
Check register	CR + 7 years	-	Waived
Checks, cancelled	CR + 7 years	s. 59.52(4)	Waived
Checks, outstanding	CR + 7 years	-	Waived
Correspondence, general	CR + 3 years	-	Waived
Deposit tickets and books	1 year after audit	-	Waived
Discontinued tax key numbers	Permanent	-	N/A
Journal entries, resolutions, cash receipts, treasurer's cash	CR + 3 years	-	Waived
Lottery cards, signed	4 yrs. including credit year	Administrative Code Chap. 20.15 (5)	Waived
Probate fees report	7 years	-	Waived
Receipts: general & settlement	CR + 7 years	-	Waived
Sale assessments	CR + 7 years	s. 59.52(4)	Waived
Suit tax, monthly	CR + 7 years	-	Waived
Tax deeds, foreclosure	CR + 15 years	s. 75.19	Waived
Tax receipts	CR + 15 years	75.195	Waived
Tax rolls, municipal	CR + 15 years	s. 59.52(4)	Notify
Tax sales records, including sale of tax deeded lands	CR + 7 years	s. 75.35	Notify for records prior to 1940. Waived for 1940 records and after.
Wires, bank	7 years	-	Waived

Retention and Disposal of Court Records

The retention and disposal of court records is governed by Section 757.54 Wisconsin Statutes and Chapter SCR 72. A summary of the statutory and rule provisions follows.

Section 757.54 Wisconsin Statutes - Retention and Disposal of Court Records.

Provides that "...the retention and disposal of all court records and exhibits in any civil or criminal action or proceeding or probate proceeding of any nature in a court of record shall be determined by the supreme court by rule..."

Chapter WI SCR 72 - Retention and Maintenance of Court Records.

WI SCR 72.01.

Establishes the minimum retention periods for original paper records of any court.

WI SCR 72.02.

Sets out the procedure for disposal of court records.

WI SCR 72.03.

Provides for the destruction of original court record after microfilming or electronically or optically storing.

WI SCR 72.04.

Requires that, prior to destruction, the custodian of the court record provide notice and offer title to the state historical society

WI SCR 72.03.

Destruction of Original Court Record after Microfilming or Electronically or Optically Storing.

WI SCR 72.06.

Addresses expunction of a court record.

Section 757.54 Wisconsin Statutes and Chapter WI SCR 72 are incorporated herein by reference as presently constituted or hereafter revised.

Register of Deeds-Permanent
Addendum E

Record Series	Retention & Authority	Notification
Annexation of territory by a city or village: related records	s. 66.021 (8)(a)(e), 66.023 (10)	not applicable
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)	not applicable
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)	not applicable
Armed forces: registration of all county persons who died in the services of the U.S. armed forces	s. 45.35 (a)	not applicable
Articles of incorporation and amendments for mutual associations	s. 215.71 (3)	not applicable
Articles of incorporation for capital stock associations and amendments	s. 215.61 (3)	not applicable
Articles of incorporation for banking corporation and amendments	s. 221.03 (3)	not applicable
Articles of incorporation: charter or patent of incorporation; certificate of 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	not applicable
Assessors' plats and amendments	s. 70.27 (2)(8)	not applicable
Authorization to execute conveyances on behalf of a private corporation	s. 706.03 (3)	not applicable
Bulkhead line, establishment of or reestablishment of an existing bulkhead line along shore of navigable waters: map, description and ordinance	s. 30.11 (3)	not applicable
Business partnership agreements, amendments, articles of dissolution	s. 178.39	not applicable
Cemetery association (non-profit) certification resolutions and copy of proceedings	s. 157.062 (9)	not applicable
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)	not applicable
Census schedules	None	not applicable
Certificate of authorization to exercise fiduciary powers	s. 221.04 (6)	not applicable
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)	not applicable
Certificate reorganizing a mutual association as a mutual savings and loan holding company	s. 215.59 (1)(g)	not applicable
Certificates of conversion from a mutual savings bank to a stock savings bank	s. 214.685 (5)	not applicable
Certified survey map and corrections of	s. 236.34 (1), 236.295 (1)	not applicable
Chattel mortgages	None	not applicable
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)	not applicable
City: certificate showing that a city has established an official map	s. 62.23 (6)(b)	not applicable
Condominium instruments: declaration, plats, and plans of a condominium and attached exhibits or schedules	s. 703.07 (1)	not applicable
Contracts: credit sale of alcoholic dispensing equipment, share croppers	s. 125 (33)(2)(e), 241.03 (1)	not applicable
Conveyance and instrument affecting title to land in this state and index	s. 706.05 (1), 706.05 (7)	not applicable
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)	not applicable
Corporate name: record of those using name, amendments, discontinuance	s. 134.17 (1)	not applicable
Corporations (miscellaneous non-profit): fraternal societies, VFW posts and affiliates	s. 188.06, 188.11 (1)	not applicable
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)	not applicable

Register of Deeds-Permanent
Addendum E

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) 187.16 (1), 187.19 (10)	not applicable
Corporations: resolution dissolving domestic corporation	s. 182.025 (2)	not applicable
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	not applicable
Daily report regarding system of tract indices or system of chain of title indices as required by county board of supervisors resolution	s. 59.43 (12m)(c)	not applicable
Declaration of trust for domestic and alien corporations and amendments	s. 226.14 (1)	not applicable
Deed: certificate of cancelled deed	s. 75.23	not applicable
Descent of property, judgement to determine	s. 867.05 (4)	not applicable
Discharge certificate from U.S. armed forces	s. 45.21	not applicable
Drainage district, orders of organization, assessment for costs on drainage lands, order laying out drain	s. 88.34 (9), 88.40, 88.94 (5)	not applicable
Estate transfer by will, intestacy or appointment; disclaimer of	s. 853.40 (5)(e)	not applicable
Estates: Order settling small estates including those subject to claims of creditors	s. 867.01 (3)(h), 867.02 (2)(h)	not applicable
Estates: statement terminating joint tenancy of life estate	s. 867.04, 865.20 (2)	not applicable
Execution and sale of real estate, certificate of	s. 815.38 (1), 59.43 (11)	not applicable
Exploration mining lease: and cancellation of	s. 107.20 (1), 107.25 (2)	not applicable
Farmland preservation agreement and relinquishment	s. 91.13 (9), 91.19(5)	not applicable
Farms or country estates, registration of names	s. 59.76(1)	not applicable
Federal tax liens and certificates and notices affecting the liens and indexes	s. 779.97 (2)(b)	not applicable
Forest croplands, order of entry, transfer, withdrawal	s. 77.02 (3), 77.10 (2)(a) 2	not applicable
Forest land (managed): Orders regarding	s. 77.82 (8), 77.91 (5)	not applicable
Forest lands (county): order of entry, withdrawals	s. 28.11(4)(d)(1)(a)	not applicable
Grantor/grantee index -- index to real property records	s. 59.43(9)	not applicable
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, 83.027 (13), 84.25 (13)	not applicable
Highway assessments and apportionment on lands for county parks and parkways	s. 27.065 (13)(c)	not applicable
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)	not applicable
Highway register: county	s. 83.01 (7)(g)	not applicable
Ice age trail areas: articles of dedication, amendments, revisions, withdrawal of articles	s. 23.293 (15) (f), 23.293 (15) (17)(e)	not applicable
Index for ancillary documents of a county with a population of 500,000 or more who has copied a document by microphotography, microfilm or optical imaging	s. 228.05	not applicable
Index of records or files kept in the register's office	s. 59.43(10)	not applicable
Industrial development agencies: articles of incorporation	s. 59.57(2)(e)(2)	not applicable
Inland lake protection and rehabilitation district: document authorizing creation of	s. 33.265	not applicable
Interest in property, statement or certificate confirming	s. 865.201 (2), 867.046 (1)(m)	not applicable
Judgment of declaration of interests in real property	s. 841.10 (1)	not applicable
Land patents, U.S.	None	not applicable
Levy or writ of execution on real property	s. 815.195	not applicable
Lien for threshing, husking, baling	s. 779.50 (3)	not applicable
Lien judgement	s. 75.521 (14)	not applicable
Lien or mortgage, discharge order	s. 847.09	not applicable
Lien: certificate of redemption of judgment lien on loan	s. 851.64	not applicable
Liquidated insurer, documents relating to property of	s. 645.46 (17)	not applicable
Lis pendens	s. 840.10 (1), 59.43(11)	not applicable

Register of Deeds-Permanent
Addendum E

Marital property agreements and related statements	s. 766	not applicable
Metro sewage district boundary: resolution to redefine	s. 66.888 (1)(c)(4b), 66.888 (1)(d)3	not applicable
Mineral interests: statement of claim	s. 706.057 (4)	not applicable
Mineral rights register consisting of conveyances of mineral interests	s. 706.055	not applicable
Monuments: survey conducted to erect monuments	s. 60.84 (4)	not applicable
Mortgage liens upon public utilities and satisfaction of mortgage lien	s. 66.066 (2)(b)	not applicable
Mortgage: certificate of discharge after foreclosure	s. 846.13	not applicable
[Mortgage] title: evidence of right of creditor to acquire	s. 815.53 (4)	not applicable
Name change: certified copy of order and indexes	s. 786.36	not applicable
Natural areas heritage program: articles of dedication, amendments, withdrawals	s. 23.29(16)(18)(f), 23.29 (20)(e)	not applicable
Oaths of office	s. 19.01 (4) (d)	not applicable
Plat maps and corrections of	s. 236.02 (10), 236.295 (1)	not applicable
Plat maps: notification to authorities to approve or permitted to object to the final plat that has been recorded	s. 236.26	not applicable
Plat maps: resolution of municipality to waive its right to approve plats and resolution to rescind waiver	s. 236.10 (5)	not applicable
Power of attorney	s. 813.23 (1)(b)	not applicable
Probate judgment assigning an interest in real property upon closure of estate	s. 863.29 (1)	not applicable
Proof of age (duplicate or certified copy)	s. 889.28	not applicable
Public land: notice of pending application to lay out, widen, or vacate a public place	s. 840.11 (1)(8)(f), 11 (1)	not applicable
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. 59.71	not applicable
Public lands: annulment of certificates and patents	s. 24.35	not applicable
Rail property: release of first right to acquire by DOT	s. 85.09 (5) (b)	not applicable
Railroads: map showing proposed route	s. 190.10 (1)	not applicable
Railroads: surveyed map and certificate of the alteration or change of routes	s. 191.20	not applicable
Real estate liens: payment affidavit for prior liens	s. 779.98 (3)	not applicable
Real estate owners subject to building codes	s. 62.17 (1)	not applicable
Real estate transfers	s. 77.29	not applicable
Real estate: order confirming the sale of real estate of wards or incompetents	s. 786.07	not applicable
Real property: affidavit of publication of a sale	s. 985.12 (3)	not applicable
Release of power of appointment over legal or equitable interests in real or personal property	s. 702.09 (3)(d)	not applicable
Rental units: certificates, waivers, stipulations relating to	s. 101.122 (6)	not applicable
Retrocession of jurisdiction, documents concerning	s. 1.031	not applicable
Savings bank: articles of incorporation of a savings bank and amendments	s. 214.25 (5)	not applicable
School district: resolution by two or more school districts to establish an alternative method of governing assets and liabilities	s. 66.03 (2c)(b)	not applicable
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), 59.43 (1)(n)	not applicable
Security interest upon certificate of title of motor vehicles and boats, memoranda regarding	s. 30.572 (4)(5), 342.20 (3)	not applicable
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)	not applicable
Sewer and transportation facilities: record of damage awards by condemnor	s. 32.05(7)(c)	not applicable
Share croppers' contracts	s. 241.03 (1)	not applicable
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)	not applicable
Solid waste disposal facility or a hazardous waste facility: notation of the existence of	s. 144.44 (4)(b), 59.43(1)(g)	not applicable

Register of Deeds-Permanent
Addendum E

Surety company bond	s. 344.36 (2)	not applicable
Surplus state-owned real property, agreement of transfer	s. 16.375 (4)	not applicable
Surveyor's records, field notes		not applicable
Time-share instrument and amendments: termination agreement	s. 707.21 (3), 707.24 (2)(b)	not applicable
Town boundary or name change: order or ordinance	s. 59.17 (12); 59.23(2)(k)	not applicable
Town mutual corporate documents	s. 612.81 , 59.43(12)(b)	not applicable
Town sanitary districts: order of establishment referendum and resolutions to consolidate districts	s. 60.71 (7), 60.785 (2)(a)	not applicable
Towns: record of non-compliance with zoning ordinance	s. 60.61 (5)b	not applicable
Tract index	s. 59.43(12m)(a)	not applicable
Trademarks, labels, badges, statement or description of	s. 132.04	not applicable
Trusts: disclaimer of real property or an interest in real property	s. 701.27 (5)(e)	not applicable
Trusts: letters of trust for a foreign trustee [named in a will]	s. 701.16 (1)(d)	not applicable
Village: petition for dissolution of a village and election results on question of	s. 61.187 (2)	not applicable
Village records: Papers, documents and orders relating to the organization and incorporation or the alteration of the boundaries of any village	s. 891.10	not applicable
Vital records: certificate of birth, death, divorce or annulment, marriage documents & related data plus indexes	s. 69.01(15)(a), 59.43(1)(n)	not applicable
Woodland tax lands: entry, declassification of; tax law classification	s. 77.16 (3)(7)(9)	not applicable
Writ of attachment and related records: discharge or attached real estate; certificate of judgement or satisfaction on money or property held by writ of attachment	s. 59.43(11), 811.11, 811.17, 811.22	not applicable

Register of Deeds - Non Permanent
Addendum E

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	Notify
Breeding service: claim and payment for	CR + 7 years s. 779.49 (1)	Waived
Cancelled checks	CR + 7 years s. 59.54(16)	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. 66.048 (3)(c)	Waived
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. 59.52(10)	Waived
Insurance policies, occupancy	CR + 7 years s. 59.52(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

Register of Deeds-Non Permanent
Addendum E

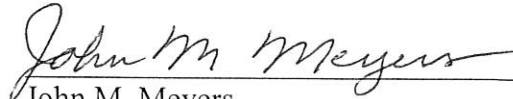
Notification of failure to pay taxes and notification of balances due (veterans)	CR + 7 years s. 45.53	Waived
Order to suspend proceedings for collection of property taxes of property owned by veterans	CR + 7 years s. 45.53 (6)	Waived
Purchase orders	CR + 7 years	Waived
Raze order	CR + 7 years s. 66.05 (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
Treasurers receipts	CR + 2 years	Waived
UCC filings (Fixture)409.403 (6)409.402 (5)	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

District Attorney
Addendum F

Record Series No.	Records Series Title	Retention Period	Authority	WHS Notification	Custodian (\$19.33 Wts. Stats.)	Notes
	District Attorney					
	Breathalyzer Unit Certification	5	s. 978.07(1)(d)	Waived		
	Check Complaints	EVT		Waived		
	Check Ledger Cards	CR + 7 years		Waived		
	Civil Cases	EVT + 3 years; EVT = Commencement of Action	s. 978.07(1)(a), (1)(b)	Notify		
	DNR (Department of Natural Resources) Citations	EVT		Waived		
	Felony or Related Cases	EVT + 10 years; EVT = Case closed or Mandatory release date reached; which ever is later	s. 978.07(1)(g3)	Notify		
	Felony or Related Cases Punishable by a Maximum Period of Imprisonment Equal to At Least 20 Years	EVT + 20 years; EVT = Released or paroled; which ever is later	s. 978.07(1)(g2)	Notify		
	Felony or Related Cases Punishable by Life Imprisonment (aka Homicide)	EVT + 50; Released or paroled; which ever is later	s. 978.07(1)(g1)	Notify		
	Grant Reimbursement Proposals (Victim Witness)	CR + 10		Waived		
	Juvenile Cases - JV / Juvenile Delinquency	EVT + 10; EVT = Juvenile's 17th Birthday	SCR 72.03(2)	Waived		
	Juvenile Consumption Files	EVT + 6; EVT = Final Judgment	SCR 72.03(2)	Waived		
	Juvenile DNR Citations	EVT + 6; EVT = Final Judgment	SCR 72.03(2)	Waived		
	Juvenile Municipal Citations	EVT + 3; EVT = Final Judgment	SCR 72.03(2)	Waived		
	Juvenile Truancy Violations / Citations	EVT + 6; EVT = Final Judgment	SCR 72.03(2)	Waived		
	Misdemeanor Cases	EVT + 3; EVT = Commencement of Action	s. 978.07(1)(a), (1)(b)	Waived		
	Ordinance Violations	EVT + 3; EVT = Commencement of Action		Waived		
	Parking Citations	EVT + 3; EVT = Commencement of Action	s. 978.07(1)(b)	Waived		
	Search Warrants	EVT + 6; EVT = Filed with Court	SCR 72.01(2)?	Waived		
	Subpoena Duces Tecum	5		Waived		
	Traffic Cases	EVT + 3; EVT = Commencement of Action	s. 978.07(1)(b)	Waived		
	Trust Account Audits, Monthly	EVT + 6; EVT = Case Related	SCR 20(1-15) & s. 757.293(2)	Waived		
	Vacation Schedule, Police Officers	5		Waived		
	Vehicle Seizures	EVT + 3; EVT = Date of Seizure	s. 978.07(b)	Waived		
	Victim / Witness Card Files	EVT + 6; EVT = Case Closed	s. 978.07(3)(d)	Waived		
	Victim / Witness Cases	EVT + 6; EVT = Case Closed	s. 978.07(3)(d)	Waived		
	Victim / Witness Statistics Sheet, Closed	EVT + 6; EVT = Case Closed	s. 978.07(3)(d)	Waived		
	Victim / Witness Volunteers and Schedules	5		Waived		

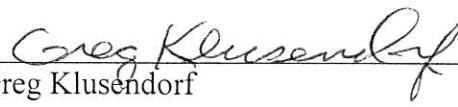
Ordinance No. 600.12

Adopted this 19th day of December, 2017.



John M. Meyers
Iowa County Chairperson

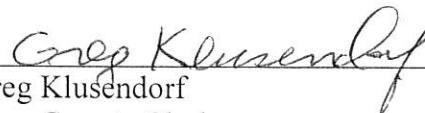
ATTEST:



Greg Klusendorf
Iowa County Clerk

CERTIFICATION OF ADOPTION

This is to certify that the attached ordinance was duly adopted by the Iowa County Board of Supervisors on the 19th day of December, 2017.



Greg Klusendorf
Iowa County Clerk