

## Ordinance to Adopt the Wisconsin Municipal Records Scheduled-Chapter 19

### State of Wisconsin Town of Wheaton, Chippewa County

SECTION I: TITLE AND PURPOSE This ordinance is entitled the Town of Wheaton Ordinance to Adopt the Wisconsin Municipal Records Schedule. The purpose of this ordinance is to provide the legal custodian(s) of public records in the possession of the Town of Wheaton with authority to retain and destroy these records.

SECTION II: AUTHORITY The Town Board of the Town of Wheaton, Chippewa County, Wisconsin, has the specific authority under ss.60.83 and ss 19.21(4). Wis. Stats. to adopt and create an ordinance to address the management and destruction of public records.

SECTION III: ADOPTION OF WISCONSIN MUNICIPAL RECORDS SCHEDULE The Wisconsin Municipal Records schedule , as approved by the Public Records Board on August 27, 2018, attached hereto and incorporated herein by reference, is hereby adopted by the Town Board of the Town of Wheaton as the Town's official record retention schedule.

SECTION IV: NOTIFICATION TO WISCONSIN STATE HISTORICAL SOCIETY When a record has met the terms of the retention period, the record may be destroyed by the legal custodian of the record, provided the custodian has complied with the notification requirement set forth in ss. 19.21(4), Wis. Stats., to the Wisconsin State Historical Society.

SECTION V: CONFLICT In the event of any conflict between the terms of this ordinance and any applicable state statute, the applicable state statute shall control.

SECTION VI: REVOCATION OF PRECEDING ORDINANCE This ordinance hereby revokes and supersedes any prior resolutions or ordinances adopted by the Town Board relating to retention and/or destruction of public records of the Town of Wheaton.

SECTION VII: EFFECTIVE DATE This ordinance shall become effective upon its publication and/or posting in the manner set forth in ss. 60.80, Wis. Stats. Adopted the (Date).

By the Town Board of Wheaton, Chippewa County, State of WI