

CHAPTER 2

RECORDS RETENTION AND DISPOSITION

- 2.01 Purpose** The purpose of this chapter is to establish a county records retention schedule and authorize destruction of county records pursuant to the schedule on an annual basis. Records custodians may destroy a record prior to the time set forth in the schedule if such record has been photographically reproduced as an original record prior to the time set forth in the schedule if such record has been photographically reproduced as an original record pursuant to Wis. Stat. §16.61(7).
- 2.02 Records Retention/Disposition Schedule** St. Croix County shall retain and dispose of all records pursuant to the *County Records Retention/Disposition Schedule – 2010*, including the Addenda thereto, a copy of which is on file with the County Clerk. If the Schedule does not identify a particular record, the minimum retention and time limits set forth in any applicable state or federal statutes shall apply. If the Schedule does not identify a particular record and no other state or federal statute is applicable, then such record shall be kept a minimum of seven (7) years as required by Wis. Stat. §19.21(5)(c).
- 2.03 Notice to Historical Society** Prior to the destruction of any public records, a written offer shall be made to the Historical Society for preservation of such records as it determines to be of permanent historical valuation, all pursuant to the provisions of Wis. Stat. §44.09. This does not apply to patient health care records as defined in Wis. Stat. §146.81(4) that are in the custody or control of the Health and Human Services Department, or to records to be destroyed to which the Historical Society has waived notice, including those records identified in the *County Records Retention/Disposition Schedule – 2010* referred to in Section 2.02 of this Chapter.
- 2.04 Destruction After Request For Inspection** No requested record may be destroyed until after the request is granted or 60 days after the request is denied. If an action is commenced under Wis. Stat. §19.37, the requested record may not be destroyed until a court order is issued and all appeals have been completed. See Wis. Stat. §19.35(5).
- 2.05 Destruction Pending Litigation** No record subject to pending litigation shall be destroyed until the litigation has been resolved.
- 2.06 Microfilming, Optical Disk Storage or Electronic Storage of Department Records** Departments may keep and preserve public records through the use of microfilm, optical disk or electronic format providing that the applicable standards established in Wis. Stat. §§16.61(7) and 16.612, respectively are met. Departments should consider factors such as retention periods and estimated costs and benefits of converting records between different media in deciding which records to microfilm or store on optical disk. After verification, paper

records converted to either microfilm or optical disk storage should be destroyed.
The retention periods identified in this ordinance apply to records in any media.

Approved by State Public Records & Forms Board February 17, 1993

Adopted by St. Croix County Board of Supervisors March 16, 1993 – Ordinance No. 316(93)

Amended and Approved by State Public Records & Forms Board June 1, 2004 (Notification received from SPRFB on January 13, 2005)

Adopted by St. Croix County Board of Supervisors March 15, 2005 – Ordinance No. 684(2005)

Adopted by St. Croix County Board of Supervisors March 4, 2014 – Ordinance No. 829(2014)

Approved by Wisconsin Public Records Board March 26, 2014.