

CHAPTER 24

COUNTY RECORDS RETENTION/DISPOSITION SCHEDULE

24.01 GENERAL

24.02 PURPOSE

24.03 DEFINITIONS

24.04 HISTORICAL SOCIETY NOTIFICATION

24.05 DESTRUCTION AFTER REQUEST FOR INSPECTION

24.06 DESTRUCTION PENDING LITIGATION

24.07 MICROFILMING OR OPTICAL DISK STORAGE OF DEPARTMENT RECORDS

24.08 REVIEW AND APPROVAL BY PUBLIC RECORDS AND FORMS BOARD

24.09 LEGEND

24.10 RETENTION SCHEDULE

- (1) Administrator/Administrative Coordinator
- (2) Child Support
- (3) Communication Center
- (4) Coroner
- (5) Corporation Counsel
- (6) Emergency Management
- (7) Finance
- (8) Forestry & Parks
- (9) Health and Human Services Department
- (10) Highway
- (11) Human Resources
- (12) Information Services
- (13) Land Information
- (14) Library
- (15) Maintenance
- (16) Sheriff
- (17) University Extension
- (18) Veterans Service

24.11 ADDENDA

- (1) County Clerk General Schedule – Addendum A
- (2) County Treasurer General Schedule – Addendum B
- (3) Clerk of Courts General Schedule – Addendum C
- (4) Register of Deeds' General Schedule – Addendum D
- (5) District Attorney General Schedule – Addendum E

24.01 GENERAL

All Marinette County records, for which a specific retention period is not established in state statutes, federal law, or regulation, shall be retained by Marinette County for a period of not less than seven (7) years, unless another retention period is designated in this ordinance.

24.02 PURPOSE

The purpose of this chapter is to establish a county-wide records retention schedule and authorize destruction of county records pursuant to that schedule on an annual basis. Record custodians do not have the authority to destroy records prior to the established retention period unless such records have been photographically reproduced or transferred to optical disk format as original records pursuant to §§ 16.61(7) and 16.612, Wis. Stats., respectively, and under Section 24.07 of the Code.

24.03 DEFINITIONS

- (1) **Board** means the State of Wisconsin public records and forms board.
- (2) **Legal Custodian** means the individual responsible for maintaining records pursuant to § 19.33, Wis. Stats. Each department head, including an elected official or her/his designee, is the legal custodian of records of her/his department.
- (3) **Record** means record as defined in §19.32(2), Wis. Stats. Pursuant to §19.32(2), “Record” means any material on which written, drawn, printed, spoken, visual or electromagnetic information is recorded or preserved, regardless of physical form or characteristics, which has been created or is being kept by an authority. “Record” includes, but is not limited to, handwritten, typed or printed pages, maps, charts, photographs, films, recordings, tapes (including computer tapes), computer printouts and optical disks. “Record” does not include drafts, notes, preliminary computations and like materials prepared for the originator's personal use or prepared by the originator in the name of a person for whom the originator is working; materials which are purely the personal property of the custodian and have no relation to his or her office; materials to which access is limited by copyright, patent or bequest; and published materials in the possession of an authority other than a public library which are available for sale, or which are available for inspection at a public library. In addition to the §19.32(2) definition, record also includes electronically formatted documents that are by their nature a record.
- (4) **Retention** means the length of time in which records series are to be kept by county departments.

24.04 HISTORICAL SOCIETY NOTIFICATION

The Wisconsin Historical Society (WHS) has waived the required statutory sixty (60) day notice under § 19.21(5)(d), Wis. Stats., for the records marked “W” which designates waived notice. WHS must be notified prior to the destruction of records marked “N” designating non-waiver. Notice is also required for any record not listed in this ordinance. “N/A” indicates not applicable and applies to all county records designated for permanent retention.

24.05 DESTRUCTION AFTER REQUEST FOR INSPECTION

No requested record may be destroyed until after the request is granted or sixty (60) days after the request is denied. If an action is commenced under § 19.37, Wis. Stats., the requested record may not be destroyed until a court order is issued and all appeals have been completed. See § 19.35(5), Wis. Stats.

24.06 DESTRUCTION PENDING LITIGATION

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

24.07 MICROFILMING, OPTICAL DISK, OR ELECTRONIC FORMAT STORAGE OF DEPARTMENT RECORDS

Departments may keep and preserve public records through the use of microfilm, optical disk, and electronic format storage providing that the applicable standards established in §§ 16.61(7) Wis. Stats. are met. Department heads 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 microfilm, optical disk or electronic format storage should be destroyed. The retention periods identified in this ordinance apply to records in any media.

24.08 REVIEW AND APPROVAL BY PUBLIC RECORDS AND FORMS BOARD

This chapter has been reviewed and approved by the Public Records and Forms Board.

24.09 LEGEND

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

- (1) **AT:** After termination
- (2) **C:** Confidential
- (3) **CR:** Creation or receipt
- (4) **EVT:** Event
- (5) **FIS:** Fiscal means the current fiscal year
- (6) **N:** Notify WHS before destruction
- (7) **N/A:** WHS notification is not applicable
- (8) **P:** Permanent
- (9) **PII:** Personally Identifiable Information
- (10) **S:** Until superseded
- (11) **W:** Waived Notification
- (12) **WHS:** Wisconsin Historical Society
- (13) **WPRB:** Wisconsin Public Records Board

24.10 RETENTION SCHEDULE

24.10 (1) Administrator/Administrative Coordinator (§§59.17, .18. and .19 Wis. Stats.)				
Records Series	Retention	Authority	Notice	Notes
Administration				
Any record subject to audit, claim, or litigation.	Until permission to destroy is obtained from Corporation Counsel			
Board and Commission Appointments/Confirmation (if required)	S	§59.17(2)(c) and .18(2)(c) Wis. Stats.	W	
Board and Commission By-Laws	S		W	
Boilerplate Forms	S		W	
Budget Message to the Board	CR + 7 years	§§59.17(5) and .18(5) Wis. Stats.	W	
Correspondence (general)	CR + 3 years		W	
Manuals (equipment)	Life of Asset		W	
Master Project Files	CR + 20 years		W	
Records Retention Schedules	S		W	WPRB approval "sunssets" after 10 years
Resolution or Petition and Referendum Creating the Office	S	§§59.17(1) and .18(1) Wis. Stats.	W	
County Board Code of Ordinances	CR + 20 years	N/A	N	
Ordinances (enacted/adopted)	CR + 20 years		N	
Ordinance Cover Sheets	EVT + 3 years: EVT = Board Approval		W	
Studies - final draft	CR + 7 years		N	
Strategic Plan (county)	S		W	
Volunteer Records - All volunteer related records are subject to Volunteer Policy in Personnel Policies and Procedures.	CR + 7 years		W	

24.10 (2) Child Support

Records Series	Retention	Authority	Notice	Notes
Administrative Cost Claims	EVT + 3 years: EVT = Submission of last expenditure report	45 CFR 92.42 (b)(1) & Wis. DCF	W	Includes supporting documentation (e.g., costs and revenues)
Annual Reports	CR + 3 years		N	
Any record subject to audit, claim, or litigation.	Until permission to destroy is obtained from Corporation Counsel			
Boilerplate Forms	S		W	
Calendars	S		W	
Case Records	EVT + 7 years: EVT = Closure		W	C, PII
Child Support Divorce	EVT + 7 years: EVT = Closure		W	
Computer Printouts	S		W	
Correspondence (general)	CR + 3 years		W	
Departmental Policy & Procedures Manual	S		W	
Expenditure Reports & Supporting Documentation	CR + 3 years	45 CFR 74.20 - 74.25	W	
Grant Information (application, denial, award, agreement, financial reports, and supporting documentation)	EVT + 4 years; EVT = notification of Denial or Grant Completion		W	Unless otherwise specified in the terms and conditions of the award.
IRS Records List	EVT + 7 years: EVT = Closure		W	
Manuals (equipment)	Life of Asset		W	
Misdemeanor and Felony Non-Support Files	EVT + 7 years: EVT = Closure		W	
Paternity Files, post judgments	EVT + 7 years: EVT = Closure		W	
Paternity Files, pre-judgments, dismissed	CR + 3 years		W	
Paternity Files, pre-judgments, not pursued	CR + 3 years		W	
Receipts (money collected or received)	CR + 3 years: or until audited, whichever is earlier	§59.61(1) Wis. Stats.	W	
Reciprocal Support Cases (Interstate cases - i.e., UIFSA, URESA)	EVT + 7 years: EVT = Closure		W	
Records of Required Client Notification	CR + 3 years	46 CFR 74.20 - 74.25	W	
Statistical Reports & Supporting Documentation	CR + 3 years	45 CFR 74.20 - 74.25	W	
Warrants & Capias	EVT + 3 years: EVT = Vacated, Served, or Closed		W	

24.10 (3) Communication Center

Records Series	Retention	Authority	Notice	Notes
Audio Tapes (e.g., 911)	CR + 121 days	§893.80 Wis. Stats.	W	If digital, must produce original
Annual Reports	CR + 3 years		N	
Any record subject to audit, claim, or litigation.	Until permission to destroy is obtained from Corporation Counsel			
Boilerplate Forms	S		W	
Calendars	S		W	
Computer Printouts	S		W	
Correspondence (general)	CR + 3 years		W	
Departmental Policy & Procedures Manual	S		W	
Employee Training Log - Department related	CR + 6		W	
Grant Information (application, denial, award, agreement, financial reports, and supporting documentation)	EVT + 4 years; EVT = notification of Denial or Grant Completion		W	Unless otherwise specified in the terms and conditions of the award.
Incident Record	CR + 10 years		W	
Invitations to Bid/Requests for Proposal	7 years after completion of the work	§59.52(4)(a)10 Wis. Stats.	W	Includes instructions, specifications, proof of advertisement, successful bids/proposals, agreements, contracts, and any related records.
Manuals (equipment)	Life of Asset		W	
Telecommunicator's Radio	CR + 120 days		W	

24.10 (4) Coroner

Records Series	Retention	Authority	Notice	Notes
Any record subject to audit, claim, or litigation.	Until permission to destroy is obtained from Corporation Counsel			
Case Face Sheet Logs	P		N/A	C
Case File Slides	CR + 75 years		W	C
Case File X-Rays	CR + 75 years		W	C
Case Files	CR + 75 years		W	C
Correspondence (general)	CR + 3 years		W	
Cremation Case Files	P		N/A	C
Data Base Entry Form (Draft)	CR + 5 years		W	
Digital Case Photos	CR + 75 years		W	
Eyewash Inspection / Waste Container Logs	CR + 5 years		W	
Homicide or Suspicious Death Investigation Case Files	CR + 75 years		N	
Manuals (equipment)	Life of Asset		W	
Medication Disposal Logs	CR + 10 years		W	
Other investigation case files	EVT + 7 years: EVT = Litigation resolved or case closed		W	C
Outside Case Billing Log	CR + 10 years		W	
Receipts (money collected or received)	CR + 3 years: or until audited, whichever is earlier	§59.61(1) Wis. Stats.	W	
Report for Final Disposition (other reportable)	CR + 3 years		W	C
Sharp Container Log	CR + 5 years		W	
Volunteer Records - All volunteer related records are subject to Volunteer Policy in Personnel Policies and Procedures.	CR + 7 years		W	

24.10 (5) Corporation Counsel

Records Series	Retention	Authority	Notice	Notes
Annual Reports	CR + 3 years		N	
Any record subject to audit, claim, or litigation.	Until permission to destroy is obtained from Corporation Counsel			
Boilerplate Forms	S		W	
Calendars	S		W	
Case files, litigation	EVT + 3 years: EVT = Closure or when appeal time has run, whichever is longer or per SCR		W	C
Case files, non-litigation	CR+3 years		W	
Computer Printouts	S		W	
Correspondence (general)	CR + 3 years		W	
Departmental Policy & Procedures Manual	S		W	
Lawsuits	EVT + 3 years: EVT = Closure or when appeal time has run, whichever is longer or per SCR		W	
Legal Fees, Outside Counsel	EVT + 5 years: EVT = No activity		W	
Legal Memoranda	P		P	C
Legal Opinions	P		P	C
Receipts (money collected or received)	CR + 3 years: or until audited, whichever is earlier	§59.61(1) Wis. Stats.	W	
Termination of Parental Rights (TPRs)	EVT + 45 days: EVT = Child's 19th Birthday		W	C

24.10 (6) Emergency Management (Ch. 323 Wis. Stats.)

Records Series	Retention	Authority	Notice	Notes
Annual Reports	CR + 3 years		N	
Any record subject to audit, claim, or litigation.	Until permission to destroy is obtained from Corporation Counsel			
Boilerplate Forms	S		W	
Calendars	S		W	
Claims Arising During State of Emergency	CR + 121 days	§§257.03 and 893.82 Wis. Stats.	W	
Computer Printouts	S		W	
Continuity of Operation (CCOP Plans)/ Continuity of Government (COG) Plans	S		W	
Correspondence (general)	CR + 3 years		W	
Declaration of Emergency (Proclamation, Resolution and/or Ordinance)	CR + 7 years	§§323.11 and .14(4) Wis. Stats.	W	
Departmental Policy & Procedures Manual	S		W	
Emergency Management Plan	S	§323.14(1) Wis. Stats.	W	
Emergency Planning Grants	CR + 7 years	§323.61 Wis. Stats.	W	
Employee Training Log - Department related	CR + 6		W	
Grant Information (application, denial, award, agreement, financial reports, and supporting documentation)	EVT + 4 years; EVT = notification of Denial or Grant Completion		W	Unless otherwise specified in the terms and conditions of the award.
Hazardous Substance Information	CR + 7 years	§323.60 Wis. Stats., C.E.R.C.L.A., E.P.C.R.A., S.A.R.A.	W	
Hazardous Waste Collection Grant Program Files	CR + 5 years		W	
Hazardous Waste Department Investigations	CR + 3 years	W.A.C. NR 630.31 (1)(f)	W	
Hazardous Waste Surveys	CR + 3 years	§ NR 544.07 Wis. Adm. Code	W	
Invitations to Bid/Requests for Proposal	7 years after completion of the work	§59.52(4)(a)10 Wis. Stats.	W	Includes instructions, specifications, proof of advertisement, successful bids/proposals, agreements, contracts, and any related records.
Local Emergency Planning Committee	S	§59.54(8) Wis. Stats.	W	
Local Emergency Response Team - Reimbursement Claim	EVT + 5 years; EVT = Reimbursement	§WEM 6.09 Wis. Adm. Code	W	Must give Wis DEM 60-days written notice before any such record may be destroyed.
Manuals (equipment)	Life of Asset		W	
Mutual Assistance - State of Emergency	CR + 7 years	§66.0314(1)(a) Wis. Stats.	W	
Petty Cash Vouchers	EVT + 7 years; EVT = Audited		W	
Receipts (money collected or received)	CR + 3 years; or until audited, whichever is earlier	§59.61(1) Wis. Stats.	W	
Video Recording DHS camera sytem	CR + 90 days		W	
Volunteer Records - All volunteer related records are subject to Volunteer Policy in Personnel Policies and Procedures.	CR + 7 years		W	
Wisconsin Disaster Fund Application-Reimbursement	CR + 7 years	§§323.31 Wis. Stats.	W	
Wisconsin Fund Grant Program Files	CR + 7 years		W	

24.10 (7) Finance

Records Series	Retention	Authority	Notice	Notes
Accounts Receivable (and supporting documents)	CR + 3 years		W	Balance owed by a debtor.
Accrued Paid Leave Credit	S		W	Compensatory time, PTO, sick, vacation or other.
Annual Financial Reports	CR + 7 years		N	
Any record subject to audit, claim, or litigation.	Until permission to destroy is obtained from Corporation Counsel			
Apportionment of County Taxes	CR + 7 years	s.70.63(1)	W	
Audit (external)	CR + 7 years		W	This includes any records associated with an audit.
Audit (internal)	S		W	This includes any records associated with an audit.
Auditors Management Letter	CR + 7 years		W	
Bank reconciliation	3 years after audit		W	
Boilerplate Financial Forms	S		W	
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		W	
Budget (county)	CR + 7 years		W	Includes all records required under §65.90 Wis. Stats.
Canceled Bonds, Coupons, & Promissory Notes	EVT: EVT = Audited		W	
Cash Disbursement Journals	FIS + 7 years		W	
Chart of Accounts (Object Codes)	S		W	
Checks, outstanding list	CR + 7 years		W	
Correspondence (general)	CR + 1 year		W	
Deferred Compensation Records	EVT + 8 years: EVT = End of Service		W	
Departmental Policy & Procedures Manual	S		W	
Employee Wage & Tax Statements, & Other Tax Records	FIS + 7 years		W	
Fixed Assets	S: EVT = Disposition		W	Land, land improvements, buildings, machinery and equipment, and construction in progress.
General Ledger	FIS + 7 years		N	
Grant Information - Finance Department specific (application, denial, award, agreement, financial reports, and supporting documentation)	EVT + 4 years; EVT = notification of Denial or Grant Completion		W	Unless otherwise specified in the terms and conditions of the award.
Insurance Claims (Property & Liability)	EVT + 7 years: EVT = Payment or Closure	§59.52(4)(a)9 Wis. Stats.	W	
Insurance Policies (Property & Liability-to which the county is a party)	7 years after last effective date thereof: Permanent retention as of July 1, 2011	§59.52(4)(a)10 Wis. Stats.	W	Consider permanent retention, as may be relevant for current claims
Invitations to Bid/Requests for Proposal (Finance Department Related)	7 years after completion of the work	§59.52(4)(a)10 Wis. Stats.	W	Includes instructions, specifications, proof of advertisement, successful bids/proposals, agreements, contracts, and any related records
Journal Entries/General Ledger	FIS + 7 years		N	
Official bonds: county officers	CR + 7 years	s. 59.17 (14)(b), 59.52 (4)	W	

24.10 (7) Finance continued

Records Series	Retention	Authority	Notice	Notes
Outstanding Tax Certificate Balancing Report	FIS + 7 years		W	
Payment Vouchers EDS (Electronic Data Storage)	FIS + 7 years		W	
Payroll Records	CR + 7 years		W	
Payroll Time Cards	CR + 7 years		W	
Purchase Orders EDS (Electronic Data Storage)	FIS + 7 years		W	
Tax Deed Property Valuation Records	7 years after disposal		W	
Time cards, Attendance Records, Salary Schedule	FIS + 7 years		W	
Treasurers Receipts Journals	CR +7 years	§59.52(4)(a)(12) Wis. Stats	W	
Unemployment Compensation Payment Records	FIS + 7 years		W	
Vendor Information	S		W	
Veterans service commission: individual members' surety bond	CR + 7 years	s. 45.81	W	

24.10 (8) Forestry & Parks

Records Series	Retention	Authority	Notice	Notes
Contracts				
Bid Tabulations	EVT + 7 years: EVT = Project completion		W	
Bidder's Proof of Responsibility, successful bidders	CR + 7 years		W	
Bidder's Proof of Responsibility, unsuccessful bidders	CR + 7 years		W	
Bids, successful	EVT + 7 years: EVT = Project completion		W	
Bids, unsuccessful	CR + 7 years		W	
Invitations to Bid/Requests for Proposal	7 years after completion of the work	§59.52(4)(a)10 Wis. Stats.	W	Includes instructions, specifications, proof of advertisement, successful bids/proposals, agreements, contracts, and any related records
Notice to Contractors, successful bidders	CR + 7 years		W	
Notice to Contractors, unsuccessful bidders	CR + 2 years		W	
Performance Bond (Bid Bonds)	EVT + 7 years: EVT = Project completion		W	
Forestry				
Annual Reports	P		Notify	
Annual Work Plans	CR + 5 years		Waived	
Any record subject to audit, claim, or litigation.	Until permission to destroy is obtained from Corporation Counsel			
Appraisals, county owned property	CR + 7 years		Waived	
Boilerplate Forms	S		Waived	
Calendars	S		Waived	
Committee Minutes and Agendas	CR + 7 years		Waived	
Citation & Forest Patrol Records	CR + 2 years		Waived	
Computer Printouts	S		Waived	
Contracts and Agreements	Life + 7 years		Waived	
Correspondence (general)	CR + 3 years		Waived	
County Forest Plan	P	§28.11 Wis. Stats	Notify	
County forest lands: easements; entry and withdrawal	CR + 7 years	s. 28.11 (4)(f), 28.11 (4)(d)	Waived	
Culverts, Dams and Bridges	P		Waived	
County forest road aids; maps	CR + 7 years	s. 86.315 (4)(a)	Waived	
Credit Card Receipts	CR + 1 year		Waived	
Departmental Policy & Procedures Manual	S		Waived	
DNR Agreements	CR + 7 years		Waived	
Emergency Action Plan (Hazmat - Amberg)	S		Waived	
Employee Emergency Informational Form	S		Waived	
Employee Training Log - Department related	CR + 6		Waived	
Equipment & Vehicle Purchase, Registration, and Maintenance Reports	EVT: EVT = Equipment / Vehicle disposed of		Waived	
Fuel Usage Reports	CR + 7 years		Waived	
Grant Information (application, denial, award, agreement, financial reports, and supporting documentation)	EVT + 4 years; EVT = notification of Denial or Grant Completion		Waived	
Guidebooks & Trail Information	S		Waived	
Historical Photos and Documents	P		P	

24.10 (8) Forestry & Parks

Records Series	Retention	Authority	Notice	Notes
Forestry (continued)				
Invitations to Bid/Requests for Proposal	7 years after completion of the work	§59.52(4)(a)10 Wis. Stats.	Waived	
Land Acquisitions, Deeds, Abstracts	P		Waived	
Land Sales and Transfers	7 years after sale or transfer			
Manuals (equipment)	Life of Asset		Waived	
Master Project Files (P,S and E)	P		Waived	
Permits (Access, Recreation, Forest Prod., Misc.)	S		Waived	
Receipts (money collected or received)	CR + 3 years: or until audited, whichever is earlier	§59.61(1) Wis. Stats.	Waived	
Status Reports, monthly	CR + 3 years		Waived	
Timber Sale Contracts (bid openings, summaries, maps, etc.)	P		Waived	
Volunteer Records - All volunteer related records are subject to Volunteer Policy in Personnel Policies and Procedures.	CR + 7 years		Waived	
Wisconsin Conservation Corps Projects / Crew Information	CR + 3 years		Waived	
Park System				
Annual Reports	P		P	
Any record subject to audit, claim, or litigation.	Until permission to destroy is obtained from Corporation Counsel			
Boilerplate Forms	S		W	
Calendars	S		W	
Citation & Park Patrol Records	CR + 2 years		W	
Committee Meeting Agendas & Minutes				
Correspondence (general)	CR + 3 years		W	
Culverts, Dams and Bridges	Until no longer operated and maintained	Ch.'s 30 & 31 Wis. Stats.	W	
Departmental Policy & Procedures Manual	S		W	
Employee Training Log - Department related	CR + 7 years		W	
Equipment & Vehicle Records	EVT: EVT = Equipment / Vehicle disposed of		W	Purchase, Registration, Maintenance, and any related records
Facility Reservations	EVT + 7 years: EVT = Last Reservation		W	
Grant Information (Application, denial, award, agreement, financial reports, and supporting documentation)	EVT + 4 years; EVT = Notification of Denial, Award, or Grant Completion		W	Unless otherwise specified in the terms and conditions of the award.
Guidebooks & Trail Information	S		W	
History of County Park Properties	P		P	Historical Documents and Photos, etc.
Inventories (buildings, equipment and furnishings)	S		W	
Invitations to Bid/Requests for Proposal	7 years after completion of the work	§59.52(4)(a)10 Wis. Stats.	W	Includes instructions, specifications, proof of advertisement, successful bids/proposals, agreements, contracts, and any related records
Land Acquisition, deeds, abstracts	P		N/A	
Log, Chemical Applications	CR + 7 years		W	
Log, Well Data	Life of Project		W	

24.10 (8) Forestry & Parks

Records Series	Retention	Authority	Notice	Notes
Park System (continued)				
Manuals (equipment)	Life of Asset		W	
Master Park and Outdoor Rec Plans (5 Year Plan)	S		N	
Master Project Files	P		P	Plans / Construction Documents / Specifications / Drawings/ Site Plans
Park System Task Report	CR + 3 years		W	
Permits and Camping/Day Use Envelopes	CR + 2 years		W	
Publicity Newsletter	P		N/A	
Receipts (money collected or received)	CR + 3 years: or until audited, whichever is earlier	§59.61(1) Wis. Stats.	W	
Safety Inspection Report (Playgrounds)	CR + 7 years		W	
Volunteer Records - All volunteer related records are subject to Volunteer Policy in Personnel Policies and Procedures.	CR + 7 years		W	

24.10 (9) Health & Human Services - Administrative and Fiscal

Records Series	Retention	Authority	Notice	Notes
Administrative				
Agency Evaluations	CR + 7 years	s. 19.21	W	
Agency Goals, objectives, short & long term strategic plans	CR + 7 years	s. 19.21	W	
Annual Report: Health & Human Services Department	CR + 7 years	s. 46.18 (10)	W	
Any record subject to audit, claim, or litigation.	Until permission to destroy is obtained from Corporation Counsel			
Boilerplate Forms	S		W	
Calendars	S		W	
Computer Printouts	S		W	
Correspondence (general)	CR + 3 years		W	
Departmental Policy & Procedures Manual	S		W	
Employee Training Log - Department related	CR + 6		W	
Grant Information (application, denial, award, agreement, financial reports, and supporting documentation)	EVT + 4 years; EVT = notification of Denial or Grant Completion		W	Unless otherwise specified in the terms and conditions of the award.
Inventories, facility & equipment	CR + 7 years	s. 19.21	W	
Invitations to Bid/Requests for Proposal	7 years after completion of the work	§59.52(4)(a) 10 Wis. Stats.	W	Includes instructions, specifications, proof of advertisement, successful bids/proposals, agreements, contracts, and any related records
Manuals (equipment)	Life of Asset		W	
Mission Statement, Philosophy, Purpose	CR + 7 years	s. 19.21	W	
Organizational Charts	S		W	
Program Policies & Procedures	CR + 7 years	s. 19.21	W	
Receipts (money collected or received)	CR + 3 years: or until audited, whichever is earlier	§59.61(1) Wis. Stats.	W	
Volunteer Records - All volunteer related records are subject to Volunteer Policy in Personnel Policies and Procedures.	CR + 7 years		W	
Contracts				
Bid Tabulations	EVT + 7 years: EVT = Project completion		W	
Bidder's Proof of Responsibility, successful bidders	CR + 7 years		W	
Bidder's Proof of Responsibility, unsuccessful bidders	CR + 7 years		W	
Bids, successful	EVT + 7 years: EVT = Project completion		W	
Bids, unsuccessful	CR + 7 years		W	
Invitations to Bid/Requests for Proposal	7 years after completion of the work	§59.52(4)(a) 10 Wis. Stats.	W	Includes instructions, specifications, proof of advertisement, successful bids/proposals, agreements, contracts, and any related records
Notice to Contractors, successful bidders	CR + 7 years		W	
Notice to Contractors, unsuccessful bidders	CR + 2 years		W	
Performance Bond (Bid Bonds)	EVT + 7 years: EVT = Project completion		W	

24.10 (9) Health & Human Services - Administrative and Fiscal

Records Series	Retention	Authority	Notice	Notes
Fiscal				
Fiscal Records, Billing	EVT + 90 days: EVT = Approval & publication	s. 19.21	W	
Grants	EVT + 7 years: EVT = Disposal of property	s. 19.21	W	
Inventory, non-expendable personal property	CR + 7 years	s. 19.21	W	
Ch. 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 DHSS, set out below	§59.42(4)(a)18.Wis. Stats.	N	C
Public Assistance Case Records and Other Record Materials (General)	EVT + 3 years; EVT = Date of Closing	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	W	Face sheet or similar record of each case and a financial record of all payments for each aid account must be preserved in accordance with rules adopted by Wis. DCF and/or Wis. DHS. C, PII
Public Assistance - Divestment & Asset Allocation (Medicaid), Fraud, Intentional Program Violation, Overpayments, 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.	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	W	C, PII
Energy Assistance	EVT + 5 years from date of application	8.2.3, WHEAP Program & Operations Manual revised 7/2010	W	
Fraud Referral Records				
a. Unfounded	EVT + 3 years: EVT = Determination Decision**	Ch. DCF 121 Wis. Adm. Code	W	C
b. Founded - referred to D.A.	EVT + 7 years: EVT = Determination Decision**	Ch. DCF 121 Wis. Adm. Code	W	C
c. Founded - other	EVT + 5 years: EVT = Determination Decision**	Ch. DCF 121 Wis. Adm. Code	W	C
Third-party recovery records	EVT + 1 year: EVT = Case Closed**		W	C
JOBS participant records	EVT + 7 years: EVT = Last date of JOBS eligibility, therefore closed	DHSS Admin. Memo 94-18	W	
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	W	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	W	C

24.10 (9) Health & Human Services - Administrative and Fiscal

Records Series	Retention	Authority	Notice	Notes
Social Service Case File (continued)				
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	W	C
Protective Payee	EVT + 7 years		W	C
Case Management Files	EVT + 7 years		W	C
Payee Miscellaneous Documents	EVT + 3 months: EVT = Audited		W	C
Child-Placing Agency				
a. Register, identifying information about children accepted for service or placement	P	DCF 54.05(2)(1)	Comply with ICWA(Child Welfare Indian Act)	C
b. Individual Case Records for each child served & his / her family	EVT + 7 years: EVT = Case closed		W	C
c. Individual Foster Home Records for each foster home used by the agency, which includes signed applications & agreements	CR + 7 years		W	
d. Individual Records of Studied Adoptive Applicants	CR + 7 years		W	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	W	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	W	
g. Adoption records; county agencies providing child welfare services under s. 48.56 or child-placing agencies licensed under s. 48.60, should follow the detailed procedures for adoption information search & disclosure detailed in HSS 53	P	HSS 53.07(1)	N/A	C
Third-Party Recovery	CR + 7 years		W	
Medicaid Personal Care Records	Date of payment + 5 years	http:// folio.legis.st	W	
Adolescent & Family Services Census Sheets	S		W	C
Adolescent & Family Services Client Index Card File	S		W	C
Adolescent & Family Services Client Listing	S		W	C
Adolescent & Family Services Client Records	EVT + 7 years: EVT = Youngest Child in household turns 19 years of age	HSS 92.12(2) & (4)	W	C
Original Offense Report	CR + 2 years		W	C
Permission Slips (Residents)	CR + 2 years		W	C
Intake Shared Services				
Certified Child Care Files	EVT + 7 years: EVT = Minor reaches 18 years of age		W	C
Child Abuse and Neglect / Child Welfare Client Records	CR + 7 years		W	C

24.10 (9) Health & Human Services - Administrative and Fiscal

Records Series	Retention	Authority	Notice	Notes
Intake Shared Services (continued)				
Intake & Shared Services Client Records	EVT + 7 years: EVT = Youngest Child in Family turns 18 years of age	DHS Memo (82-1A)	W	C
Intake Access Contact Listing	CR + 2 years		W	C
Kinship Care Client Records	EVT + 7 years: EVT = Minor reaches 18 years of age		W	C
Long Term Care				
Long Term Care Client Listing	EVT + 1 Month: EVT = Transfer to Electronic Record		W	C
Long Term Care Client Log	S		W	C
Long Term Care Client Records - Developmentally Disabled	EVT + 7 years: EVT = Case Closed		W	C
Long Term Care Client Records (Except Developmentally Disabled)	EVT + 7 years: EVT = Case Closed		W	C
Mental Health AODA/Clinical Services				
Client Index Card Files	P		N/A	C
Clinical Services Division Client Records	EVT + 7 years: EVT = Child turns 19 or case closed	HSS 92.12(1)(2)(3)(4), HSS 63.15	W	C
Community Support Program (CSP) Admissions, Referrals, and Discharge Logs	CR + 7 years	HHS 63.08	W	C
Community Support Program (CSP) and Day Treatment (DT) Client Review Notes for State Audit	CR + 7 years		W	C
Community Support Program (CSP) Client Review Log	P		N/A	C
Community Support Program (CSP) Client Waiting Lists	S		N/A	C
Community Support Program (CSP) Statistics	CR + 3 years		W	
Complaint Investigations	EVT + 7 years: EVT = After Settlement		W	C
Court Commitment Tracking Sheets	S		W	C
Day Treatment and Group Home Waiting Lists	S		W	C
Day Treatment Attendance Sheets	CR + 1 Month		W	C
Day Treatment Statistics	CR + 2 years	HSS 105.324	W	
Disease Indexing	P		N/A	
Employee Training Log - Department related	CR + 6		W	
Hospital Census Sheets / Demographic	CR + 10 years		W	
In-Patient Database Cards	P	HSS 63.16	N/A	C, PII
Medical Staff Credential Files With Disciplinary Action	P		N/A	
Medical Staff Credential Files Without Disciplinary Action	EVT + 7 years: EVT = Termination		W	
Nursing Schedules	CR + 5 years		W	
OBRA Screening (Omnibus Budget Reconciliation Act)	CR + 1 year		W	
Patient Treatment Survey	EVT + 1 year: EVT = Survey Complete		W	
Payee Client Files	CR + 2 years		W	C
Payee Financial and Billing Records	CR + 2 years		W	C
Petty Cash Vouchers	EVT + 3 years		W	

24.10 (9) Health & Human Services - Administrative and Fiscal

Records Series	Retention	Authority	Notice	Notes
Mental Health AODA/Clinical Services (continued)				
Physician's Registry	P		N/A	
Quality Assurance	EVT + 1 year: EVT = Survey Complete		W	
Supervision Log	CR + 3 years		W	
Survey's - Title XIX	CR + 15 years		N/A	
Transport Records	CR + 7 years		W	

24.10 (9) Health & Human Services - Economic Support and Workforce Development

Records Series	Retention	Authority	Notice	Notes
Public Assistance Case Records and Other Record Materials (General)	EVT + 3 years; EVT = Date of Closing	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	W	Face sheet or similar record of each case and a financial record of all payments for each aid account must be preserved in accordance with rules adopted by Wis. DCF and/or Wis. DHS. C, PII
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.	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	W	C, PII

**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 (CARES) or other Wis. DCF and/or Wis. DHS system. It is recommended that paper documents be retained for one week after scanning.

24.10 (9) Health & Human Services - Health Department

Records Series	Retention	Authority	Notice	Notes
Administrative				
Accounts Receivable Client Records	EVT + 10 years: EVT = Audited		W	C, PII
Agency Evaluations	CR + 7 years	§19.21 Wis. Stats.	W	
Agency Goals, objectives, short & long term strategic plans	CR + 7 years	§19.21 Wis. Stats.	W	
Annual report: department of social services	CR + 7 years	s. 46.18 (10)	W	
Any record subject to audit, claim, or litigation.	Until permission to destroy is obtained from Corporation Counsel			
Audit by state Department of Health and Social Services and administrative review of general relief agency	CR + 7 years	s. 46.206 (1)(c), 46.208 (2)(m)	W	
Audit Reports, Vendor	CR + 7 years		W	
Background Checks	CR + 7 years		W	
Bankruptcy Reports	CR + 7 years		W	
Boilerplate Forms	S		W	
Calendars	S		W	
CARS (Community Aids Reporting System) Reports	P		N/A	
Cash Grant Vouchers	CR + 7 years		W	
Certification of Destruction (Records)	P		N/A	

24.10 (9) Health & Human Services - Health Department

Records Series	Retention	Authority	Notice	Notes
Administrative (continued)				
Computer Printouts	S		W	
Correspondence (general)	CR + 3 years		W	
Daily Activities Report	CR + 7 years	§19.21Wis. Stats.	W	
Daily Deposit Spreadsheets	CR + 7 years		W	C, PII
Departmental Policy & Procedures Manual	S		W	
Employee Training Log - Department related	CR + 6		W	
Fiscal Records, Billing, Budget	CR + 7 years	§19.21Wis. Stats.	W	
Grant Reconciliation Working Papers	P		N/A	
Grants	EVT + 4 years; EVT = Notification of Denial or Grant Completion		W	
HIPPA Documentation (Health Insurance Portability and Accountability Act)	CR + 7 years	HIPAA	W	C, PII
Inventories, facility and equipment	CR + 7 years	§19.21Wis. Stats.	W	
Inventory, or non-expendable personal property	EVT + 7 years: EVT = Property disposed of	§19.21Wis. Stats.	W	
Invitations to Bid/Requests for Proposal	7 years after completion of the work	§59.52(4)(a)10 Wis. Stats.	W	Includes instructions, specifications, proof of advertisement, successful bids/proposals, agreements, contracts, and any related records
Manuals (equipment)	Life of Asset		W	
Mission Statement, Philosophy, Purpose	CR + 7 years	§19.21Wis. Stats.	W	
Patient Billing Activity Logs	CR + 7 years		W	C, PII
Policies and Procedures (Program related)	CR + 7 years	§19.21Wis. Stats.	W	
Policies and Procedures (Records related)	EVT: EVT = Superseded or Record Series no longer Exists		W	
Press Releases	CR + 1 year		W	
Receipts (money collected or received)	CR + 3 years: or until audited, whichever is earlier	§59.61(1) Wis. Stats.	W	
Reconciliation Working papers	P	HHS 54.06 (2)(a)(6)	N/A	
State Reports (942/943)	P		N/A	
Volunteer Records - All volunteer related records are subject to Volunteer Policy in Personnel Policies and Procedures.	CR + 7 years		W	
W.I.C. Case Files	FIS + 3 years	7 CFR 246.25	W	C
W.I.C. State Reports	CR + 3 years		W	C
Client and/or Family Care				
Agency Program Evaluation	CR + 7 years	§19.21Wis. Stats.	W	
Birth Certificate Information	EVT + 1 year: EVT = Receipt of Copy	§69.20(3) Wis. Stats.	W	C
Care Coordination: Adult	CR + 7 years	§19.21Wis. Stats.	W	
Care Coordination: Minor	EVT + 5 years: EVT = Minor reaches 18 years of age	§19.21Wis. Stats.	W	
Child Long Term Support - Autism Records	EVT + 7 years: EVT = Case Closed		W	
Client Listing	CR + 1 Month		W	C
Client Record / Patient Care: Adult	CR + 7 years	§19.21Wis. Stats.	W	C
Client Record / Patient Care: Minor	EVT + 5 years: EVT = Minor reaches 18 years of age	§19.21Wis. Stats.	W	C

24.10 (9) Health & Human Services - Health Department

Records Series	Retention	Authority	Notice	Notes
Client and/or Family Care (continued)				
Clinic Record, blood pressure forms	CR + 7 years		W	C
Complaint Investigation Record	CR + 7 years		W	C
Family Care Record: Adult	CR + 7 years	§19.21Wis. Stats.	W	C
Family Care Record: Minor	EVT + 5 years: EVT = Minor reaches 18 years of age	§19.21Wis. Stats.	W	C
Health Check / Well Child: Adult	CR + 7 years	§19.21Wis. Stats.	W	C
Health Check / Well Child: Minor	EVT + 5 years: EVT = Minor reaches 18 years of age	§19.21Wis. Stats.	W	C
Health Fair Records	CR + 7 years		W	C
Lead Screens	CR + 7 years		W	C
Monthly Clinic Statistic Report	CR + 1 year		W	
Short Term Record: Adult	CR + 7 years	§19.21Wis. Stats.	W	
Short Term Record: Minor	EVT + 5 years: EVT = Minor reaches 18 years of age	§19.21Wis. Stats.	W	
Communicable Disease Records				
Clinic Record, STD Clinic	CR + 7 years		W	C, PII
Communicable Disease Outbreak Records [DOH 4142 (Rev. 8/860 & is complete DOH 9081] (Original to State Epidemiologist)	EVT: EVT = Investigation is complete		W	C, PII
Communicable Disease Reports (4151) - Local Copy (Original to State Epidemiologist): Adult	CR + 7 years		W	C, PII
Communicable Disease Reports (4151) - Local Copy (Original to State Epidemiologist): Minor	EVT + 5 years: EVT = Minor reaches 18 years of age		W	C, PII
Hep. B / TB Case Records	EVT = 7 years: EVT=Severance		W	C, PII
Immunization Administration Record	P	National Childhood Injury Act of 1986, s 2125 PHS Act at 42 U.S.C. s. 300aa - 25 (Supp. 1987)	N/A	C, PII
Immunization Record: Adult	CR + 7 years	§19.21Wis. Stats.	W	C, PII
Immunization Record: Minor	EVT + 5 years: EVT = Minor reaches 18 years of age	§19.21Wis. Stats.	W	C, PII
Referral Listing	CR +7 years		W	C, PII
Signature of Person to Receive Vaccine or Person Authorized to Make Request for Immunization: Adult	CR + 10 years		W	C, PII
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		W	C, PII
STD Report (4343) - Local Copy (Original to State Epidemiologist: Adult)	CR + 7 years		W	C, PII
STD Report (4343) - Local Copy (Original to State Epidemiologist: Minor)	EVT + 5 years: EVT = Minor reaches 18 years of age		W	C, PII
Community Education				
Curriculum	CR + 7 years		N	
Educational Materials	CR + 7 years		N	
Evaluation	CR + 7 years		N	
Program Materials	CR + 7 years		N	
Environmental Health Records				
Employee Blood Borne Pathogen Records	EVT + 30 years: EVT = Terminated		W	C, PII
Health Hazard Investigations	CR + 7 years		W	
Licensed Establishments Inspection Reports	CR + 3 years		W	

24.10 (9) Health & Human Services - Health Department

Records Series	Retention	Authority	Notice	Notes
Environmental Health Records (continued)				
On-Site Waste	EVT: EVT = System is abandoned		W	
Third-Party Recovery	CR + 7 years		W	
Variance Approvals	P		N/A	
Water Sample Reports	CR + 7 years		W	
Environmental Health				
Animal Bite Files	CR + 10 years	WI Dept. of Agri.: AG 13	W	
Animal Bite Log	CR + 1 year		W	
Animal Complaint Log	CR + 7 years		W	
Block Grant	CR + 7 years		W	
Colilert Culture Quality Control	CR + 5 years		W	
Commercial Premise Files	P		N/A	
Environmental Department Audit	S		W	
Environmental Health Mileage Code Dailies	CR + 7 years		W	
Establishments Out of Business, Dept. of Agriculture	P		N/A	
Fluoride Nitrate Test Results	CR + 5 years		W	
Food & Liquor License Establishments	CR + 7 years		W	
Food Borne Illness / Establishment Complaint Files	EVT + 7 years: EVT = Complaint Filed		W	
Food Sample Reimbursement Documentation	CR + 7 years		W	
Ground Water Monitoring Reports	CR + 20 years		W	
Hotel / Motel Inspections	CR + 3 years	HSS 192.01 & 192.08 (1)	W	
Hotel / Restaurant Licensed Establishments Log	P		N/A	
Inspection's for Seller's Permits	CR + 3 years	HSS 192.01 & 192.08 (1)	W	
Lab Water Testing Log	S		W	
Lead Inspections (Poisonous & Non-Poisonous)	P		N/A	
Nitrate Analysis Reports (ISE)	P		N/A	
Premise Files	P		N/A	
Public Camp Grounds	CR + 3 years	HSS 192.01 & 192.08 (1)	W	
Radon Grants	CR + 7 years		W	
Radon Lab Results	CR + 7 years		W	
Recreational Educational Camps	CR + 3 years	HSS 192.01 & 192.08 (1)	W	
Reimbursement Reports	CR + 1 year		W	
Restaurant & Retail Consumer Complaints	CR + 10 years		W	
Restaurant Licensing & Inspection Files	CR + 10 years		W	
Restaurants, Out of Business	P		N/A	
Retail Food Establishment Inspection Log	P		N/A	
Retail Food Establishment Inspections	CR + 10 years		W	
School Inspection Files	CR + 10 years		W	
Sewage Complaints	P		N/A	
Temperature Log, Refrigerator & Incubator	CR + 5 years		W	
Vending Machine Inspection Log	CR + 1 year		W	
Vending Machine Licensing	CR + 10 years		W	
Water Sampling Summary Reports	EVT + 5 years: EVT = Audit		W	

24.10 (9) Health & Human Services - Health Department

Records Series	Retention	Authority	Notice	Notes
<i>Environmental Health (continued)</i>				
Well Inspection Lab Note Log	CR + 5 years		W	
Well Inspection Logs	P		N/A	
Wisconsin Fund Grant Program Files	CR + 7 years		W	

24.10 (10) Highway

Records Series	Retention	Authority	Notice	Notes
Annual Reports	P		N/A	
Annual Storm Reports	CR & 7 years		W	
Any record subject to audit, claim, or litigation.	Until permission to destroy is obtained from Corporation Counsel			
Award of compensation pursuant to relocation orders	CR + 7 years	s. 32.05 (7)(a)	W	
Boilerplate Forms	S		W	
Bridge Inspection Reports	P		N/A	
Committee Meeting Minutes/Agendas	P		N/A	
Correspondence (general)	CR + 3 years		W	
County highways; acquisition of land, order and map; construction, statements and payroll	CR + 7 years	s. 83.08 (1), 83.04 (4)	W	
County highways; finding, determination, and declaration regarding controlled access	CR + 7 years	s. 83.027 (1)	W	
County Highway Histories	P		N/A	
County Improvement Notice	CR + 7 years	s. 27.065 (9)(a)	W	
Culverts, Dams and Bridges	Life of Asset	s.30 & 31	W	
Diggers Hotline Requests	CR + 7 years		W	
Emergency Action Plans	S		W	
Employee Time Cards, Including Machinery Hours	CR + 7 years		W	
Employee Training Log - Department related	CR + 6		W	
Equipment Purchases	Life of Unit + 5 years		W	
Equipment Usage Reports	CR + 2 years		W	
Equipment/Vehicle Maintenance Histories/ Titles/Registrations	Life of Vehicle		W	
Fuel Usage Records	CR + 7 years		W	
General Transportation Aids/Maps	S		W	
Grant Information (application, denial, award, agreement, financial reports, and supporting documentation)	EVT + 4 years; EVT = notification of Denial or Grant Completion		W	Unless otherwise specified in the terms and conditions of the award.
Heavy Equipment & Vehicle Inventory	S		W	
Highway and road records, miscellaneous, before 1930	n/a	n/a	N	
Highway jurisdiction maps	CR + 7 years	s. 86.302 (1)	W	
Historical Photos/Documents	P		N/A	
Inventory Control Records	CR + 7 years		W	
Invitations to Bid/Requests for Proposal	7 years after completion of the work	§59.52(4)(a)10 Wis. Stats.	W	Includes instructions, specifications, proof of advertisement, successful bids/proposals, agreements, contracts, and any related records.
Invoice of Services	CR + 7 years		W	
Jurisdictional Transfers	P		W	
Local Road Improvement Program (LRIP)	P		N/A	
Manuals (equipment)	Life of Asset		W	
Master Project Files (Plans/Specs/Estimates)	P		N/A	
Material Purchases/Stockpiles	Depletion + 2 years		W	
Material Safety Data Sheets	EVT + 30 years: EVT = Date substance received	s.101.583(1)(a)	W	Toxic substance information requirements

24.10 (10) Highway (continued)

Records Series	Retention	Authority	Notice	Notes
Monthly Activity Reports	CR + 7 years		W	
Multi-Year Plans	S		W	
Mutual Aid/Cooperative Agreements	S		W	
Pavement Marking Logs	P		N/A	
Permits (Utilities/Driveways)	P		N/A	
Receipts (money collected or received)	CR + 3 years: or until audited, whichever is earlier	§59.61(1) Wis. Stats.	W	
Right of Way Records (Deeds/Abstracts)	P		N/A	
Right of Way Records (Temporary Easements)	P		N/A	
Speed Zone Records/Ordinances	P		N/A	
Standard Operating Procedures	S		W	
State Gas Reports	CR + 3 years		W	
Storm Report Summaries	P		N/A	
Town Road Bridge Aid Petitions	CR + 7 years	s. 82.08	W	
Transportation Permits	CR + 7 years		W	
Volunteer Records - All volunteer related records are subject to Volunteer Policy in Personnel Policies and Procedures.	CR + 7 years		W	
Vouchers	CR + 7 years		W	
Contracts				
Bid Tabulations	EVT + 7 years: EVT = Project completion		W	
Bidder's Proof of Responsibility, successful bidders	CR + 7 years		W	
Bidder's Proof of Responsibility, unsuccessful bidders	CR + 7 years		W	
Bids, successful	EVT + 7 years: EVT = Project completion		W	
Bids, unsuccessful	CR + 7 years		W	
Invitations to Bid/Requests for Proposal	7 years after completion of the work	§59.52(4)(a)10 Wis. Stats.	W	Includes instructions, specifications, proof of advertisement, successful bids/proposals, agreements, contracts, and any related records
Notice to Contractors, successful bidders	CR + 7 years		W	
Notice to Contractors, unsuccessful bidders	CR + 2 years		W	
Performance Bond (Bid Bonds)	EVT + 7 years: EVT = Project completion		W	

24.10 (II) Human Resources

Records Series	Retention	Authority	Notice	Notes
Annual Reports	CR + 3 years		N	
Any record subject to audit, claim, or litigation.	Until permission to destroy is obtained from Corporation Counsel			
Appointment of employee or elected official	CR + 7 years	s. 59.25(2), 59.23(1), 17.21(6)	W	
Boilerplate Forms	S		W	
Calendars	S		W	
Code of Ethics (county)	S		W	
Computer Printouts	S		W	
Correspondence (general)	CR + 3 years		W	
Departmental Policy & Procedures Manual	S		W	
Department Training Records	CR + 7 years		W	
Directives & Policies	EVT + 7 years: EVT = Superseded or Terminated		W	
Employee Training Log - Department related	CR + 6		W	
Employee Training Records (OSHA)	CR + 3 years	CPL 2-244D	W	
Grant Information (application, denial, award, agreement, financial reports, and supporting documentation)	EVT + 4 years; EVT = notification of Denial or Grant Completion		W	Unless otherwise specified in the terms and conditions of the award.
HIPAA (Health Insurance Portability and Accountability Act) Documentation Privacy	CR + 7 years	HIPAA	W	C, PII
Incident / Injury Reports	CR + 7 years	§19.21 Wis. Stats.	W	C, PII
Injury Report Packets, employee	EVT + 7 years: EVT = Employee Terminated		W	
Injury Reports, non-Employee	CR + 7 years		W	
Insurance Policies (Health & Dental)	7 years after last effective date thereof	§59.52(4)(a) 10 Wis. Stats.	W	Consider permanent retention, as may be relevant for current claims.
Insurance Records (Health & Dental)	7 years after the last effective date thereof	§59.52(4)(a) 10. Wis. Stats.	W	
Invitations to Bid/Requests for Proposal	7 years after completion of the work	§59.52(4)(a) 10 Wis. Stats.	W	Includes instructions, specifications, proof of advertisement, successful bids/proposals, agreements, contracts, and any related records.
Manuals (equipment)	Life of Asset		W	
Oaths of office, employee and elected official	CR + 7 years	s.59.23(2), 59.52(4)	W	
Obsolete Job Descriptions & any other personnel or employment records made or kept, including but not limited to, application forms or test papers 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 obsolete, except where a charge of discrimination has been filed; all personnel records relevant to a charge or action shall be retained until final disposition of the charge or action		W	
Performance Evaluations & Medical Records	CR + 6 years		W	
Personnel (files)	EVT + 7 years: EVT = Separation from employment		W	C, PII
Personnel (grievances)	EVT + 7 years: EVT = Case closed		W	
Personnel (job descriptions)	S		W	
Personnel (performance evaluations)	EVT + 7 years: EVT = Separation from employment		W	C, PII

24.10 (11) Human Resources (continued)

Records Series	Retention	Authority	Notice	Notes
Personnel (recruitment and selection)	1 year from date of personnel action		W	Includes advertisements, notices, applications, tests/results. C, PII
Personnel Policy & Procedures Manual	S		W	
Receipts (money collected or received)	CR + 3 years: or until audited, whichever is earlier	§59.61(1) Wis. Stats.	W	
Requests for Leave, employee	CR + 1 year		W	
Resignation, employee or elected official	CR + 7 years	s.17.01(5), 17.01(7)	W	
Studies - final draft	CR + 7 years		N	
Training	S		W	Specific requirements may require that particular records of training be kept for a longer period.
Union Contracts & Grievance, Mediation & Arbitration Records	P		N/A	
Volunteer Backgrounds	CR + 7 years		W	
Withholding Allowance Certificates	FIS + 7 years		W	
Worker's Compensation Claims	EVT + 12 years: EVT = Later of injury, claim or closure	Ch. 102 Wis. Stats.	W	

24.10 (12) Information Services

Records Series	Retention	Authority	Notice	Notes
Annual Back-Ups	CR + 7 years		W	
Annual Reports	CR + 3 years		N	
Any record subject to audit, claim, or litigation.	Until permission to destroy is obtained from Corporation Counsel			
Boilerplate Forms	S		W	
Calendars	S		W	
Computer Printouts	S		W	
Correspondence (general)	CR + 3 years		W	
Daily Back-Ups	CR + 15 days		W	
Departmental Policy & Procedures Manual	S		W	
Employee Training Log - Department related	CR + 6		W	
Grant Information (application, denial, award, agreement, financial reports, and supporting documentation)	EVT + 4 years; EVT = notification of Denial or Grant Completion		W	Unless otherwise specified in the terms and conditions of the award.
HIPPA (Health Insurance Portability and Accountability Act) Documentation Security	CR + 7 years	HIPAA	W	C, PII
Inventories (equipment and furnishings)	S		W	
Invitations to Bid/Requests for Proposal	7 years after completion of the work	§59.52(4)(a)10 Wis. Stats.	W	Includes instructions, specifications, proof of advertisement, successful bids/proposals, agreements, contracts, and any related records.
Manuals (equipment)	Life of Asset		W	
Monthly Back-Ups	CR + 1 year		W	
Special Back-Ups (end of tax processing, etc.)	CR + 7 years		W	
Telephone Records: System Back-Up Records	CR + 15 days		W	
Telephone Records: System Call Records	CR + 6 Months		W	
Telephone Service Request Form	EVT: EVT = Project Completion		W	
Contracts				
Bid Tabulations	EVT + 7 years: EVT = Project completion		W	
Bidder's Proof of Responsibility, successful bidders	CR + 7 years		W	
Bidder's Proof of Responsibility, unsuccessful bidders	CR + 7 years		W	
Bids, successful	EVT + 7 years: EVT = Project completion		W	
Bids, unsuccessful	CR + 7 years		W	
Invitations to Bid/Requests for Proposal	7 years after completion of the work	§59.52(4)(a)10 Wis. Stats.	W	Includes instructions, specifications, proof of advertisement, successful bids/proposals, agreements, contracts, and any related records
Notice to Contractors, successful bidders	CR + 7 years		W	
Notice to Contractors, unsuccessful bidders	CR + 2 years		W	
Performance Bond (Bid Bonds)	EVT + 7 years: EVT = Project completion		W	

24.10 (13) Land Information

Records Series	Retention	Authority	Notice	Notes
General Provisions Applicable to All Divisions of the Land Information Department				
Annual Reports	CR + 3 years		N/A	
Correspondence (general)	CR + 3 years		W	
Departmental Policy & Procedures Manual	S		W	
Employee Training Log - Department related	CR + 6		W	
Grant Information (application, denial, award, agreement, financial reports, and supporting documentation)	EVT + 7 years; EVT = notification of Denial or Grant Completion		W	Unless otherwise specified in the terms and conditions of the award.
Interdepartmental Agreements	EVT + 3 years; EVT = Term of Agreement		W	
Inventories (equipment and furnishings)	S		W	
Invitations to Bid/Requests for Proposal	7 years after completion of the work	§59.52(4)(a)10 Wis. Stats.	W	Includes instructions, specifications, proof of advertisement, successful bids/proposals, agreements, contracts, and any related records.
Manuals (equipment)	Life of Asset		W	
Receipts, Invoices or Statements (money collected or received)	CR + 3 years: or until audited, whichever is earlier	§59.61(1) Wis. Stats.	W	
Studies - final draft	CR + 7 years		N	
Volunteer Records - All volunteer related records are subject to Volunteer Policy in Personnel Policies and Procedures.	CR + 7 years		W	
<i>Note: Any record that the County staff has reason to believe may be subject to audit, litigation or claim shall be retained until permission to destroy is obtained from the County Corporation Counsel.</i>				
Land & Water Conservation Division				
Agriculture Compliance Inventory & Data Base	P		N/A	
Agriculture Land Preservation Plan	S		N	
Complaints (Written)	P		N/A	
Cost Share Agreements	P		N/A	
Detailed Design Drawings (Land & Water Conservation Designs)	P		N/A	
Drainage District Files	P		N/A	
Farm Conservation Plans	P	120-GM, 408-98, SCS/CRS(29)(31)(a)	N/A	
Land and Water Resource Management Plan (LWRM)	P		N/A	
NRCS Contribution Agreements	EVT + 7 years EVT= Expiration of Agreement		N/A	
Rental Agreements	EVT + 7 years EVT= Expiration of Agreement		W	
Violation Files	P		N/A	
GIS & Property Listing Divisions				
Aerial Photographs	P		N/A	
Boundary Maps (Civil, ESN, School, etc.)	CR + 3 years		W	
Cadastral Maps	P		N/A	
District Files (Assessment/Taxation Process)	CR+ 3 years		W	
District Road Maps	S		W	
Land Records Modernization Plan	P		N/A	
Manuals (equipment)	Life of Asset		W	
Parcel Maps Hard Copy	S		W	
Parcel Combination and/or Address Change Requests	CR + 7 years		W	

24.10 (13) Land Information

Records Series	Retention	Authority	Notice	Notes
GIS & Property Listing Divisions (continued)				
Parcel Map Shape or AutoCAD File	CR + 5 years		W	
Parcel Numbers	P		N/A	
Petitions and objections regarding establishment of public land, inland lake protection and rehabilitation district	CR + 7 years	s. 33.26 (1), 33.25 (1)	W	
Plat Books	P		N/A	
Real Property Changes	CR+ 3 years		W	
Road Naming Applications	P		N/A	
Tax Roll	CR + 15 years	s. 59.52 (4)	N	
Planning Zoning & Sanitation Division				
Board of Adjustment Case Files (Decisions &-Supporting Documentation)	P		N/A	
Complaints (Written)	P		N/A	
County Comprehensive Land Use Plan	P		W	
Flood Hazard-Determinations (Written)	P		N/A	
Ground Water Monitoring Reports	P		W	
Inspection Reports	P		N/A	
Non-Metallic Mining Reclamation Permit Files	P		N/A	
Permit Applications	P		N/A	
Permit Records	P		N/A	
Private Onsite Wastewater Treatment System Maintenance Records	CR + 3 years		W	
Rezoning Files, zoning amendments	P		N/A	
Written Complaints	P		N/A	
Soil and Site Evaluation Reports and/or Perc Tests	CR + 30 years		W	
Violation Files	P		N/A	
Wetland & Flood Plain & Shoreland Zoning-Maps	P		N/A	
Zoning Committee Records	P		N/A	
Zoning Map(s)	P		N/A	
Zoning Ordinances	P		N/A	
Zoning ordinance: adoption of	CR + 7 years	s. 59.61 (5)	W	
Zoning Ordinance: petition for amendment of	CR + 7 years	s. 59.69 (5)	W	
Solid Waste Division				
County Landfill Agreements	S		W	
Feasibility Studies	P		N/A	
Hazardous Waste Collection Grant Program Files	CR + 5 years		W	
Landfill: WDNR Approvals; Plans and Specifications; As-Built Plans; Shop Drawings; Construction Documentation Reports; Groundwater/Gas Monitoring Data; WDNR Inspection Reports; Annual License; Lawsuit Case Files; Financial Audit Reports	P		N/A	
Landfill Scale Tickets and Statements	CR + 7 years		W	
Special Waste Acceptance Authorization and Supporting Documentation	P		N/A	
Solid Waste Management Plan	P		N/A	
Survey Division				
Bulkhead Line Maps	S	§30.11(3) Wis. Stats.	N/A	
Official Map Certification	S	§ 62.23(6)(b) Wis. Stats.	N/A	

24.10 (13) Land Information

Records Series	Retention	Authority	Notice	Notes
<i>Survey Division (continued)</i>				
PLSS Monument Records	P	Ch. A-E 7 Wis. Adm. Code	N/A	
Property Survey Maps	P	Ch. A-E 7 Wis. Adm. Code	N/A	
Section Corner Monument Location Documentation	P	§§ 59.45, 59.74, & 59.75 Wis. Stats.	N/A	
Survey	P		W	
Survey Field Note Books	P		W	
U.S. Geological Survey Maps	P		W	

24.10 (14) Library***Retention and Disposal of Library Records***

[The Stephenson Public Library follows the Record Retention Schedule for WI Public Libraries found at this link
www.dpi.state.wi.us/pld/pdf/libraryrecordsched.pdf.](http://www.dpi.state.wi.us/pld/pdf/libraryrecordsched.pdf)

24.10 (15) Maintenance

Records Series	Retention	Authority	Notice	Notes
Contracts				
Bid Tabulations	EVT + 7 years: EVT = Project completion		W	
Bidder's Proof of Responsibility, successful bidders	CR + 7 years		W	
Bidder's Proof of Responsibility, unsuccessful bidders	CR + 7 years		W	
Bids, successful	EVT + 7 years: EVT = Project completion		W	
Bids, unsuccessful	CR + 7 years		W	
Invitations to Bid/Requests for Proposal	7 years after completion of the work	§59.52(4)(a)10 Wis. Stats.	W	Includes instructions, specifications, proof of advertisement, successful bids/proposals, agreements, contracts, and any related records
Notice to Contractors, successful bidders	CR + 7 years		W	
Notice to Contractors, unsuccessful bidders	CR + 2 years		W	
Performance Bond (Bid Bonds)	EVT + 7 years: EVT = Project completion		W	
Maintenance				
Annual Reports	P		N/A	
Any record subject to audit, claim, or litigation.	Until permission to destroy is obtained from Corporation Counsel			
As-Built Drawings	Life of Project		N	
Blueprints (county facilities)	S		W	Retain until and unless superseded by as-built drawing.
Boilerplate Forms	S		W	
Buildings, Facilities & Grounds Data	S		W	
Calendars	S		W	
Computer Printouts	S		W	
Construction Plans (county facilities)	Life of Structure		N	
Construction Project Planning, Proposal, & Administration Records	Life of Project or asset		N	Match Blueprint/as-built records
Construction Submittals (e.g., Shop Drawings, Samples, & Product Data)	Life of Project or asset		N/A	Match Blueprint/as-built records
Correspondence (general)	CR + 3 years		W	
Departmental Policy & Procedures Manual	S		W	
Employee Training Log - Department related	CR + 6		W	
Equipment, Systems, & Vehicles (e.g., Purchase Information, Instruction Manuals, Maintenance Agreements, Maintenance Logs, Warranties)	Life of Equipment, System, or Vehicle		W	
Grant Information (application, denial, award, agreement, financial reports, and supporting documentation)	EVT + 4 years; EVT = notification of Denial or Grant Completion		W	Unless otherwise specified in the terms and conditions of the award.
Incident Reports	CR + 3 years		W	
Inventories (equipment and furnishings)	S		W	
Invitations to Bid/Requests for Proposal	7 years after completion of the work	§59.52(4)(a)10 Wis. Stats.	W	Includes instructions, specifications, proof of advertisement, successful bids/proposals, agreements, contracts, and any related records

24.10 (15) Maintenance

Records Series	Retention	Authority	Notice	Notes
Facilities Management				
Manuals (equipment)	Life of Asset		W	
Master Project Files	CR + 20 years		W	
Receipts (money collected or received)	CR + 3 years: or until audited, whichever is earlier	§59.61(1) Wis. Stats.	W	
Asbestos Files	P	29 CFR 1910.20	N/A	
Cleaning Log	CR + 1 year		W	
Condemned Homes on County Property / Burning of	P		N/A	
County Building Files	EVT + 3 years: EVT = Superseded		W	
Flood File (Administration Center)	P		N/A	
Inspection Cleaning Evaluation Reports	CR + 2 years		W	
Inspection Reports (Elevator, etc.)	CR + 7 years		W	
Key Number Listing	S		N/A	
Maintenance Job Order Data Sheet	CR + 1 year		W	
Maintenance Key Daily Sign Out Sheet	S		W	
Maintenance Service Request Form	EVT: EVT = Project Completion		W	
Maps - Original Drawings	P		N/A	
Material Safety Data Sheets	EVT + 30 years: EVT = Date substance received	§101.583(1)(a) Wis. Stats.	W	Toxic substance information requirements
Natural Gas Usage Manual	S		W	
Parks, substations & highway building survey reports/yearly	CR + 10 years		W	
Project Files	P		N/A	
Project Log	P		N/A	
Record of Transmittal	CR + 3 years		W	
Security Logs	CR + 3 Months		W	
Utility Computer Printouts	S		W	

24.10 (16) Sheriff

Records Series	Retention	Authority	Notice	Notes
Administration				
Accident Report	CR + 7 years		W	
Alarm Record	CR + 1 year		W	
Any record subject to audit, claim, or litigation.	Until permission to destroy is obtained from Corporation Counsel			
Arrest Records	CR + 8 years	§ 59.27(8) Wis. Stats.	W	
Boilerplate Forms	S		W	
Citizen Complaints	CR + 1 year		N/A	
Departmental Policy & Procedures Manual	S		W	
Driver Condition Behavior Reports	CR + 2 years		W	
Employee Training Log - Department related	CR + 6		W	
Evidence Log	CR + 7 years		W	
Fleet Maintenance Records	Life of Vehicle		W	
Grant Reports and Documentation	EVT + 3 years: EVT = Last Payment Received		W	
Grant Purchased Equipment (Cost>\$5,000)	5 yrs from disposition			
Ignition Interlock Device Installation & Removal Record	S		W	
Incident Records	CR + 10 years	§ 59.27(8) Wis. Stats.	W	
Incident Reports	P		N/A	
Internal Investigation Files	CR + 1 year		W	
Inventories (equipment and furnishings)	S		W	
Invitations to Bid/Requests for Proposal	7 years after completion of the work	§59.52(4)(a)10 Wis. Stats.	W	Includes instructions, specifications, proof of advertisement, successful bids/proposals, agreements, contracts, and any related records
Juvenile Arrest Record	EVT + 1 year: EVT = Juvenile's 18th Birthday		W	
Manuals (equipment)	Life of Asset		W	
MDB Message Switch	CR + 90 Days		W	
Non Uniform Traffic Citations	CR + 7 years		W	
Patrol Roster	S		W	
Receipts (money collected or received)	CR + 3 years: or until audited, whichever is earlier	§59.61(1) Wis. Stats.	W	
Polygraph Examinations and Reports	P		N/A	
Radar Certification Logs	EVT + 3 years: EVT = End of use		W	
Squad Car Video Recordings	CR + 121 Days	§893.80 Wis. Stats.	W	
State Uniform Crime Report	CR + 5 years		W	
Taser Logs	EVT + 7 years: EVT = End of use		W	
Uniform Traffic Citations	EVT + 1 year: EVT = Closed, disposed, or canceled		W	
Warning Notices	EVT + 6 Months: EVT = After compliance		W	
Wisconsin Fund Grant Program Files	CR + 3 years		W	
Work Schedules	CR + 7 years		W	

24.10 (16) Sheriff

Records Series	Retention	Authority	Notice	Notes
Contracts				
Bid Tabulations	EVT + 7 years: EVT = Project completion		W	
Bidder's Proof of Responsibility, successful bidders	CR + 7 years		W	
Bidder's Proof of Responsibility, unsuccessful bidders	CR + 7 years		W	
Bids, successful	EVT + 7 years: EVT = Project completion		W	
Bids, unsuccessful	CR + 7 years		W	
Invitations to Bid/Requests for Proposal	7 years after completion of the work	§59.52(4)(a)10 Wis. Stats.	W	Includes instructions, specifications, proof of advertisement, successful bids/proposals, agreements, contracts, and any related records
Notice to Contractors, successful bidders	CR + 7 years		W	
Notice to Contractors, unsuccessful bidders	CR + 2 years		W	
Performance Bond (Bid Bonds)	EVT + 7 years: EVT = Project completion		W	
Court Services/Warrants				
U.S. Marshall's Court Security Report	CR +3 years		W	
Warrant, cancellation sheets	EVT + 7 years: EVT = Warrant Cancellation		W	
Warrants, teletypes / municipalities	EVT: EVT = Warrant Cancellation		W	
Drug Unit				
Asset Forfeiture/Equitable Sharing Reports	5 yrs		N/A	
Asset Forfeitures	EVT + 7 years: EVT = Given up for Auction		W	
Confidential Informant File	P		N/A	
Evidence Destruction File	EVT + 7 years: EVT = Last date of Appeal		W	
Incident Reports	P		N/A	
Search Warrants	EVT + 1 year: EVT = Search Completed		W	
Jail Division				
Booking Sheets	P		N/A	
Canteen sheets	CR + 7 years		W	
Check Books	CR + 7 years		W	
Complaints/Inmate Grievances	EVT + 5 years: EVT = Settlement or Closure		W	
Critical Incidents	EVT + 7 years: EVT = Incident		W	
Daily Jail Logs	CR + 8 years	§ 59.27(8) Wis. Stats.	N	
Daily Work Shift Roster	CR + 8 years	§ 59.27(8) Wis. Stats.	W	
Electronic Monitoring	EVT + 7 years			
Exercise Logs	CR + 8 years	§ 59.27(8) Wis. Stats.	W	
Finger Print Cards	P		N/A	
Fire Equipment & Inspection Report	CR + 7 years		W	
Huber Block Security Check Log	CR + 7 years		W	
Huber Daily Inmate Roster	EVT + 8 years: EVT = Release of Inmate	§ DOC 348.09(1) Wis. Adm. Code	W	

24.10 (16) Sheriff

Records Series	Retention	Authority	Notice	Notes
Jail Division (continued)				
Huber Inmate Files	EVT + 7 years: EVT = Release of Inmate		W	
Huber Rules Form	CR + 8 years	§ 59.27(8) Wis. Stats.	W	
Independent Contract Employee Files	EVT + 3 years: EVT = Termination		W	
Inmate Event/Activity Log	CR + 8 years	§ 59.27(8) Wis. Stats.	W	
Inmate Files: disciplinary forms, Huber revocation forms, employer information forms, employer job search, verification sheets, court orders	EVT + 8 years: EVT = Release of Inmate	§§ DOC 348.09 & 350.11 Wis. Adm. Code	W	
Inmate Medical Records	EVT + 8 years: EVT = Release of Inmate	§§ 146.81 to 146.83 Wis. Stats. and §§ DOC 348.09 & 350.11 Wis. Adm. Code	W	C, PII
Jail billing	CR + 8 years	§ 59.27(8) Wis. Stats.	W	
Jail Inmate Register	S	§ DOC 350.11 Wis. Adm. Code	W	
Jail Kitchen Menu	CR + 1 Month		W	
Mug Shots	P		N/A	
Orders to Produce (Writs)	S		W	
RACC Belt in Custody Notification & Maintenance Log	EVT + 7 years: EVT = Date of Final Appeal		W	
Receipts (money collected or received)	CR + 3 years: or until audited, whichever is earlier	§59.61(1) Wis. Stats.	W	
Security Check Log	CR + 8 years	§ 59.27(8) Wis. Stats.	W	
Surveillance Recordings-Audio/Video	60 days	§893.80 Wis. Stats.	W	
Taser Logs	EVT + 7 years: EVT = End of use		W	
Transport Records	CR + 7 years		W	
Visitor Log	CR + 8 years	§ DOC 348.09(4) Wis. Adm. Code	W	
Volunteer Records - All volunteer related records are subject to Volunteer Policy in Personnel Policies and Procedures.	CR + 7 years		W	
Warrants, cancelled extradition	EVT + 3 years: EVT = Warrant Cancellation		W	
Work Schedules	CR + 7 years		W	
Process/Identification Bureau				
Death Investigation Negatives, Sensitive in Nature	P		N/A	
Evidence, Major Cases	EVT + 1 year: EVT = Final Appeal		W	
Executions/Log	CR + 7 years		W	
Foreclosure's, Sheriff's Sales	EVT + 7 years: EVT = Sale of Property		W	
Process, deposit receipts	CR + 7 years		W	
Process, receipt print-outs	CR + 7 years		W	
Proof of Service	CR + 7 years		W	
Traffic Accident Photos	EVT + 6 years: EVT = Date of final Appeal		W	

24.10 (17) University Extension

Records Series	Retention	Authority	Notice	Notes
4-H, Award/Convention Materials	CR + 7 years		W	
4-H, Enrollments	CR + 7 years		W	
4-H, Health Records - Summer Camp	EVT + 3 years: Child turns 21 years of age		W	
Annual Reports	CR + 3 years		N	
Any record subject to audit, claim, or litigation.	Until permission to destroy is obtained from Corporation Counsel			
Boilerplate Forms	S		W	
Calendars	S		W	
Computer Printouts	S		W	
Correspondence (general)	CR + 3 years		W	
Departmental Policy & Procedures Manual	S		W	
Employee Training Log - Department related	CR + 6		W	
Grant Information (application, denial, award, agreement, financial reports, and supporting documentation)	EVT + 4 years; EVT = notification of Denial or Grant Completion		W	Unless otherwise specified in the terms and conditions of the award.
Home & Community Educators Program, Agencies / Groups	CR + 7 years		N	
Home & Community Educators Program, Participants	CR + 7 years		W	
Invitations to Bid/Requests for Proposal	7 years after completion of the work	§59.52(4)(a)10 Wis. Stats.	W	Includes instructions, specifications, proof of advertisement, successful bids/proposals, agreements, contracts, and any related records.
Manuals (equipment)	Life of Asset		W	
Master Project Files	CR + 7 years		W	
Monthly Reports, UPS, Copies, Postage	CR + 1 year		W	
News Releases	CR + 2 years		W	
Newsletters, Originals	CR + 7 years		W	
Petty Cash Vouchers	EVT + 7 years: EVT = Audited		W	
Premium Books, County Fair	CR + 1 year		N	
Program / Teaching Curriculum	S		N	
Project Files	S		W	
Receipts (money collected or received)	CR + 3 years: or until audited, whichever is earlier	§59.61(1) Wis. Stats.	W	
Shipping Books, UPS	CR + 1 year		W	
Soil Sample Reports	CR + 2 years		W	
Soil Test Receipts, Invoices	CR + 3 years		W	
Studies - final draft	CR + 7 years		N	
Volunteer Records - All volunteer related records are subject to Volunteer Policy in Personnel Policies and Procedures.	CR + 7 years		W	

24.10 (18) Veterans Service

Records Series	Retention	Authority	Notice	Notes
Annual Reports	CR + 3 years		W	
Any record subject to audit, claim, or litigation.	Until permission to destroy is obtained from Corporation Counsel			
Calendars	S		W	C (in MS Outlook)
Cemetery List	S		W	in VIMS software
Correspondence (general)	CR + 3 years		W	
Departmental Policy & Procedures Manual	S		W	
Employee Training Log - Department related	CR + 6		W	
Grant Information (application, denial, award, agreement, financial reports, and supporting documentation)	EVT + 4 years; EVT = notification of Denial or Grant Completion	s. 45.82 & s. 45.83 (WDVA CVSO & Transp. grants)	W	Unless otherwise specified in the terms and conditions of the award.
Grave Registration Files	P		N	
Invitations to Bid/Requests for Proposal	7 years after completion of the work	§59.52(4)(a)10 Wis. Stats.	W	Includes instructions, specifications, proof of advertisement, successful bids/proposals, agreements, contracts, and any related records
Manuals (equipment)	Life of Asset		W	
Military Separation Records of Veteran's	P		N/A	C
Monthly Forms Tally Sheet	CR + 2 years		W	
News Releases	CR + 6 years		W	
Receipts (money collected or received)	CR + 3 years: or until audited, whichever is earlier	§59.61(1) Wis. Stats.	W	
USDVA & WDVA Regulations and Bulletins	S		W	USDVA & WDVA accessed online, no hard copies kept
Soldiers graves: record for the care of	CR + 7 years	s. 45.85	W	
Veteran's Benefit Case Files	EVT + 2 years: EVT = Death		W	C
Veterans burials and record of financial assistance	CR + 7 years	s. 45.84	W	
Veterans' Personnel Cards	P		N/A	
Veterans' Relief Records	CR + 10 years		W	
Veterans service commission: individual members' surety bond	CR + 7 years	s. 45.81	W	maintained by Finance Dept

24.11 ADDENDA

24.11 (I) County Clerk - Addendum A			
Records Series	Retention	Authority	Notice
Administration			
Agreements	7 years after last effective date thereof	§59.52(4)(a)10 Wis. Stats.	W
Annual Reports	CR + 3 years		N
Any record subject to audit, claim, or litigation.	Until permission to destroy is obtained from Corporation Counsel		
Apportionment maps	Until next apportionment	s. 59.03	W
Consolidation of counties: order for referendum or special election regarding	CR + 7 years	s. 59.08 (7)	W
Contracts	7 years after last effective date thereof	§59.52(4)(a)10 Wis. Stats.	
Correspondence (general)	CR + 3 years		W
County officers: appointment of	CR + 7 years	s. 59.25 (2), 59.23 (1), 17.21 (6)	W
Departmental Policy & Procedures Manual	S		W
Forest products: notice of cutting forest products	CR + 3 years	s. 26.03 (1)(a)	W
Leases	7 years after last effective date thereof	§59.52(4)(a)10 Wis. Stats.	W
Legislative documents, copies of;	Retain until superseded by published statutes	s. 35.85 (11)	W
Oaths of office: county officers	CR + 7 years	s. 59.23 (2), 59.52 (4)	W
Officers: town, city and village certified to county clerk	After date of expiration of term listed	s. 59.52 (4)	N
Real Estate Closing Files	Permanent		N/A
Removals from office; testimony and proceedings	CR + 7 years	s. 17.16 (8)(c)	N
Resignation of public officers	CR + 7 years	s. 17.01 (5), 17.01 (7)	W
Town: order establishing a new town	CR + 7 years	s. 59.23 (k)	N
Town: record of any alteration of boundaries or organization of town	CR + 7 years	s. 59.23 (k)	N
County Board/Committees			
Agendas - Imaged	CR + 1 year		W
Agendas/meeting notices	CR + 7 years		W
Condemnation proceedings: assessments of benefits and damages made in	CR + 7 years	s. 27.065 (2)(b)	W
Condemnation proceedings: publication of final determination as a class 2 notice	CR + 7 years	s. 27.065 (2)(b)	W
Minutes (commissions, committees and boards) - Original minutes only	CR + 20 years		N
Proceedings	CR + 20 years		N
Resolutions	CR + 7 years		N
Elections			
All other election materials and supplies	90 days after local/22 months after Federal election	s. 7.23 (1)(k) 7.51 (5)	W
Ballots	90 days after local/22 months after Federal election	s. 7.23 (1)(f) (h)	W
Certificate of election	CR + 7 years	s. 7.60 (6)	W
Certified lists of all candidates on file	90 days after local/22 months after Federal election	s. 7.08 (2)(a)	W

24.11 (I) County Clerk - Addendum A			
Records Series	Retention	Authority	Notice
Election notices	One year after day election	s. 7.23 (1)(j)	W
Federal elections records	22 months after day of election	s. 7.23 (1)(f)	W
Financial campaign reports	6 years after date of receipt	s. 7.23 (1)(d)	W
Nomination papers	90 days after election	s. 7.23 (k)	W
Official canvasses	10 years after date of election	s. 7.23 (1)(i)	W
Recount fee record	CR + 7 years	s. 9.01 (1)(ag) 4	W
Registration and poll lists	22 months after election	s. 7.23 (1)(f)	W
Registration and voting statistics	90 days after local/22 months after Federal election	s. 6.275 (1)	N
Financial			
Apportionment of county taxes: record of	CR + 7 years	s. 70.63 (1)	W
Statistical Report	CR+ 7 years	s. 73.06 (5)	W
Tax Appeals Commission: appeals to	CR+ 7 years	s. 70.64 (6)	W
Tax Appeals Commission: notice of hearing	CR+ 7 years	s. 70.64 (4)	W
Licenses			
Dog license fee records, reports	CR + 3 years	s. 174.08	W
Dog licenses and tags: related records	CR + 2 years	s. 174.07	W
Dog licenses: town and municipal treasurers' records of licenses sold and issued	CR + 3 years	s. 59.52 (11)	W
Dogs: list of, kept in assessment district	CR + 2 years	s. 174.06 (7)	W
Dogs: claim for damages	CR + 7 years	s. 174.11 (1)	W
Marriage license applications and supporting papers	CR + 10 years	s. 59.52 (4)	W
Marriage license docket	CR+10 years	s. 765.20 s 765.02(2)	W
Public Lands and Roads			
Flood works: petition for reports; notice of hearing	CR + 7 years	s. 87.04 (1), 87.07 (1)	W
Leasing of land under the U.S. flood control act of 1954	CR + 7 years	s. 24.39 (3)	W
Protest of proposed zoning amendment in airport affected area	CR + 7 years	s. 59.69 (5)	W

24.11 (2) County Treasurer - Addendum B

Records Series	Retention	Authority	Notice
Balancing reports	CR + 3 years	-	W
Bank credit/debit notices	1 year after audit	-	W
Bank Deposits	CR + 7 years	-	W
Bank statements	CR + 7 years	-	W
Bankruptcies	CR + 7 years until superseded	-	W
Boilerplate Forms	S		W
Cash books, daily	FIS + 3 years provided audit is complete	-	W
Cash drawer reconciliation	1 year after audit	-	W
Checks, cancelled	CR + 7 years	S. 59.52(4)	W
Correspondence, general	CR + 3 years	-	W
Departmental Policy & Procedures Manual	S		W
Deposit tickets and books	1 year after audit	-	W
Forfeiture: statements regarding the collection of and the payment to county treasurer	CR + 7 years	s. 778.15	W
Illegal tax certificates charged back to local tax districts	3 years after charging back	s. 59.52 (4)	W
Cash receipts, treasurer's cash	CR + 3 years	-	W
Lottery cards, signed	4 yrs. including credit year	Administrative	W
Notice of application for tax deed: affidavits related to	CR + 7 years	s. 75.12 (3)	W
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)	W
Petty Cash Vouchers	EVT + 7 years: EVT = Audited		W
Receipts: general & settlement	CR + 7 years	s. 59.52(4)	W
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)	W
Receipts issued by treasurer: copies	CR + 4 years or until audited, whichever is earlier	s. 59.25 (3), 59.52 (4)	W
Service of notice on owner of record of original title	CR + 7 years	s. 75.28 (2)	W
Suit tax, monthly	CR + 7 years	-	W
Tax apportionment notices sent to local taxing districts: copies	CR + 3 years	s. 59.52 (4)	W
Tax apportionment: notices from Secretary of State	CR + 3 years	s. 59.52 (4)	W
Tax deeds	CR + 7 years	s. 75.16	N/A
Tax deeds: cancellation of	CR + 7 years	s. 75.23	W
Tax deeds, foreclosure	CR + 15 years	s. 75.19, 75.195	W
Tax receipts	CR + 15 years	s. 59.52 (4)	W
Tax sales records, including sale of tax deeded lands	CR + 7 years	s. 75.35	N: records prior to 1940. W: 1940 records and after.
Taxes levied on taxable property: statement of	CR + 7 years	s. 69.62	W
Volunteer Records - All volunteer related records are subject to Volunteer Policy in Personnel Policies and Procedures.	CR + 7 years		W
Woodland tax law: copy of DNR action - request to place under law	CR + 7 years	s. 77.16 (9)	W
Wires, bank	7 years	-	W

24.11 (3) Clerk of Courts - Addendum C

Retention and Disposal of Court Records

The retention and disposal of court records is governed by Section 757.54 Wisconsin Statutes and Chapter SCR72. 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.

Clerk of Courts/Probate

Records Series	Retention	Authority	Notice
Any record subject to audit, claim, or litigation.	Until permission to destroy is obtained from Corporation Counsel		
Clerk of Court for juvenile matters: appointment of	CR + 7 years	s. 48.04 (1)	W
Court costs and fees	CR + 7 years	s. 814.22 (2)	W

24.11 (4) Register of Deeds - Permanent - Addendum D				
Record Series	Retention	Authority	Notice	Notes
Annexation of territory by a city or village: related records	P	s. 66.021 (8)(a)(e), 66.023 (10)	N/A	
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	P	s. 786.25 (3)	N/A	When land or property are involved.
Armed forces: registration of all county persons who died in the services of the U.S. armed forces	P	s. 45.35 (a)	N/A	
Articles of incorporation and amendments for mutual associations	P	s. 215.71 (3)	N/A	Since 01/01/1999 only required to record with Dept. of Financial Institutions, recording with ROD office optional.
Articles of incorporation for capital stock associations and amendments	P	s. 215.61 (3)	N/A	Since 01/01/1999 only required to record with Dept. of Financial Institutions, recording with ROD office optional.
Articles of incorporation for banking corporation and amendments	P	s. 221.03 (3)	N/A	Since 01/01/1999 only required to record with Dept. of Financial Institutions, recording with ROD office optional.
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	P	s. 891.20	N/A	
Assessors' plats and amendments	P	s. 70.27 (2)(8)	N/A	
Authorization to execute conveyances on behalf of a private corporation	P	s. 706.03 (3)	N/A	
Bulkhead line, establishment of or reestablishment of an existing bulkhead line along shore of navigable waters: map, description and ordinance	P	s. 30.11 (3)	N/A	
Business partnership agreements, amendments, articles of dissolution	P	s. 178.39	N/A	
Cemetery association (non-profit) certification resolutions and copy of proceedings	P	s. 157.062 (9)	N/A	
Cemetery plat or map, records: order authorizing the vacating or replatting of the lands, record of a cataloged burial site	P	s. 157.07 (1), 157.07 (5), 157.70 (2)(i)	N/A	
Census schedules	P	None	N/A	Old school censuses only.
Certificate of authorization to exercise fiduciary powers	P	s. 221.04 (6)	N/A	
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.	P	s. 215.58 (3)	N/A	

24.11 (4) Register of Deeds - Permanent - Addendum D

Record Series	Retention	Authority	Notice	Notes
Certificate reorganizing a mutual association as a mutual savings and loan holding company	P	s. 215.59 (1)(g)	N/A	
Certificates of conversion from a mutual savings bank to a stock savings bank	P	s. 214.685 (5)	N/A	
Certified survey map and corrections of	P	s. 236.34 (1), 236.295 (1)	N/A	
Chattel mortgages	P		N/A	
City condemnation and acquisition of property by cities, including report and plan of improvement, common council resolutions related to property	P	s. 32.55 (3), 32.56 (2), 32.57 (7)(b)	N/A	
City: certificate showing that a city has established an official map	P	s. 62.23 (6)(b)	N/A	
Condominium instruments: declaration, plats, and plans of a condominium and attached exhibits or schedules	P	s. 703.07 (1)	N/A	
Contracts: credit sale of alcoholic dispensing equipment, share croppers	P	s. 125 (33)(2)(e), 241.03 (1)	N/A	
Conveyance and instrument affecting title to land in this state and index	P	s. 706.05 (1), 706.05 (7)	N/A	
Cooperatives: incorporation articles; contract between cooperative association and members terminations; weekly listing of all documents concerning cooperatives filed and recorded by secretary of state	P	s. 185.05 (3), 185.42 (1), 185.42 (2)(5), 185.82 (3)	N/A	
Corporate name: record of those using name, amendments, discontinuance	P	s. 134.17 (1)	N/A	
Corporations (miscellaneous non-profit): fraternal societies, VFW posts and affiliates	P	s. 188.06, 188.11 (1)	N/A	
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	P	s. 181.32 (1), 181.45 (2), 181.67 (3)(a)	N/A	
Corporations (religious): certificate of establishment; certificate of consolidation; incorporation articles and amendments; dissolution of corporation	P	s. 187.01 (2), 187.14 (4)(c), 187.16 (1), 187.16 (1), 187.19	N/A	
Corporations: resolution dissolving domestic corporation	P	s. 182.025 (2)	N/A	
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	P	s. 186.35 (1), 186.02 (3)(a), 186.38 (2), 186.315	N/A	
Daily report regarding system of tract indices or system of chain of title indices as required by county board of supervisors resolution	P	s. 59.43 (12m)(c)	N/A	
Declaration of trust for domestic and alien corporations and amendments	P	s. 226.14 (1)	N/A	
Deed: certificate of cancelled deed	P	s. 75.23	N/A	
Descent of property, judgment to determine	P	s. 867.05 (4)	N/A	
Discharge certificate from U.S. armed forces	P	s. 45.21	N/A	
Drainage district, orders of organization, assessment for costs on drainage lands, order laying out drain	P	s. 88.34 (9), 88.40, 88.94 (5)	N/A	
Estate transfer by will, intestacy or appointment, disclaimer of	P	s. 853.40 (5)(e)	N/A	

24.11 (4) Register of Deeds - Permanent - Addendum D

Record Series	Retention	Authority	Notice	Notes
Estates: Order settling small estates including those subject to claims of creditors	P	s. 867.01 (3)(h), 867.02 (2)(h)	N/A	
Estates: statement terminating joint tenancy of life estate	P	s. 867.04, 865.20 (2)	N/A	
Execution and sale of real estate, certificate of	P	s. 815.38 (1), 59.43 (11)	N/A	
Exploration mining lease; and cancellation of	P	s. 107.20 (1), 107.25 (2)	N/A	
Farmland preservation agreement and relinquishment	P	s. 91.13 (9), 91.19(5)	N/A	
Farms or country estates, registration of names	P	s. 59.76(1)	N/A	
Federal tax liens and certificates and notices affecting the liens and indexes	P	s. 779.97 (2)(b)	N/A	
Forest croplands, order of entry, transfer, withdrawal	P	s. 77.02 (3), 77.10 (2)(a) 2	N/A	
Forest land (managed): Orders regarding	P	s. 77.82 (8), 77.91 (5)	N/A	
Forest lands (county): order of entry, withdrawals	P	s.28.11(4)(d) (11) (a)	N/A	
Grantor/grantee index -- index to real property records	P	s. 59.43(9)	N/A	
Highway (controlled access): finding, determination and declaration designating a highway or controlled-access highway; notice of any vacation of a controlled-access highway	P	s. 53.027 (1), 84.25, 83.027 (13), 84.25 (13)	N/A	
Highway assessments and apportionment on lands for county parks and parkways	P	s. 27.065 (13)(c)	N/A	
Highway or street maps: map of proposed street or highway for purpose of widening, notice and map for right-of-way, alterations, etc.	P	s. 80.64, 84.295 (10)(a)	N/A	
Highway register: county	P	s. 83.01 (7)(g)	N/A	
Ice age trail areas: articles of dedication, amendments, revisions, withdrawal of articles	P	s. 23.293 (15) (f), 23.293 (15) (17)(e)	N/A	
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	P	s. 228.05	N/A	
Index of records or files kept in the register's office	P	s. 59.43(10)	N/A	
Industrial development agencies: articles of incorporation	P	s. 59.57(2)(e)(2)	N/A	
Inland lake protection and rehabilitation district, document authorizing creation of	P	s. 33.265	N/A	
Interest in property, statement or certificate confirming	P	s. 865.201 (2), 867.046 (1)(m)	N/A	
Judgment of declaration of interests in real property	P	s. 841.10 (1)	N/A	
Land patents, U.S.	P		N/A	
Levy or writ of execution on real property	P	s. 815.195	N/A	
Lien judgement	P	s. 75.521 (14)	N/A	
Lien or mortgage, discharge order	P	s. 847.09	N/A	
Lien: certificate of redemption of judgment lien on loan	P	s. 851.64	N/A	
Liquidated insurer, documents relating to property of	P	s. 645.46 (17)	N/A	
Lis pendens	P	s. 840.10 (1), 59.43(11)	N/A	
Marital property agreements and related statements	P	s. 766	N/A	

24.11 (4) Register of Deeds - Permanent - Addendum D

Record Series	Retention	Authority	Notice	Notes
Metro sewage district boundary: resolution to redefine	P	s. 66.888 (1)(c)4b, 66.888 (1)(d)3	N/A	
Mineral interests: statement of claim	P	s. 706.057 (4)	N/A	
Mineral rights register consisting of conveyances of mineral interests	P	s. 706.055	N/A	
Monuments: survey conducted to erect monuments	P	s. 60.84 (4)	N/A	
Mortgage liens upon public utilities and satisfaction of mortgage lien	P	s. 66.066 (2)(b)	N/A	
Mortgage: certificate of discharge after foreclosure	P	s. 846.13	N/A	
[Mortgage] title: evidence of right of creditor to acquire	P	s. 815.53 (4)	N/A	
Name change: certified copy of order and indexes	P	s. 786.36	N/A	
Natural areas heritage program: articles of dedication, amendments, withdrawals	P	s. 23.29(16)(18)(f), 23.29 (20)(e)	N/A	
Oaths of office	P	s. 19.01 (4) (d)	N/A	
Plat maps and corrections of	P	s. 236.02 (10), 236.295 (1)	N/A	
Plat maps: notification to authorities to approve or permitted to object to the final plat that has been recorded	P	s. 236.26	N/A	
Plat maps: resolution of municipality to waive its right to approve plats and resolution to rescind waiver	P	s. 236.10 (5)	N/A	
Power of attorney	P	s. 813.23 (1)(b)	N/A	
Probate judgment assigning an interest in real property upon closure of estate	P	s. 863.29 (1)	N/A	
Proof of age (duplicate or certified copy)	P	s. 889.28	N/A	
Public land: notice of pending application to lay out, widen, or vacate a public place	P	s. 840.11 (1)840.11 (1)	N/A	
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.	P	s. 59.71	N/A	
Public lands: annulment of certificates and patents	P	s. 24.35	N/A	
Rail property: release of first right to acquire by DOT	P	s. 85.09 (5) (b)	N/A	
Railroads: map showing proposed route	P	s. 190.10 (1)	N/A	
Railroads: surveyed map and certificate of the alteration or change of routes	P	s. 191.20	N/A	
Real estate liens: payment affidavit for prior liens	P	s. 779.98 (3)	N/A	
Real estate owners subject to building codes	P	s. 62.17 (1)	N/A	
Real estate transfers	P	s. 77.29	N/A	
Real estate: order confirming the sale of real estate of wards or incompetents	P	s. 786.07	N/A	
Real property: affidavit of publication of a sale	P	s. 985.12 (3)	N/A	
Release of power of appointment over legal or equitable interests in real or personal property	P	s. 702.09 (3)(d)	N/A	
Rental units: certificates, waivers, stipulations relating to	P	s. 101.122 (6)	N/A	
Retrocession of jurisdiction, documents concerning	P	s. 1.031	N/A	
Savings bank: articles of incorporation of a savings bank and amendments	P	s. 214.25 (5)	N/A	

24.11 (4) Register of Deeds - Permanent - Addendum D				
Record Series	Retention	Authority	Notice	Notes
School district: resolution by two or more school districts to establish an alternative method of governing assets and liabilities	P	s. 66.03 (2c)(b)	N/A	
Security interests: financing statements, amendments, termination statements, continuation statements, statements of assignment and statements of release	P	s. 409.404 (1)(a), 409.405 (2), 409.410 (1)	N/A	
Sewer and transportation facilities, record of damage awards by condemnor	P	s. 32.05(7)(c)	N/A	
Solar access rights: notice granting permit, notice terminating rights, waiver of rights by permit holder	P	s. 66.032 (6)(b), 66.032 (9)(c), 66.032	N/A	
Solid waste disposal facility or a hazardous waste facility: notation of the existence of	P	s. 144.44 (4)(b), 59.43(1)(q)	N/A	
Surety company bond	P	s. 344.36 (2)	N/A	
Surplus state-owned real property, agreement of transfer	P	s. 16.375 (4)	N/A	
Surveyor's records, field notes	P		N/A	
Town boundary or name change: order or ordinance	P	s. 59.17 (12); 59.23(2)(k)	N/A	
Town mutual corporate documents	P	s. 612.81 , 59.43(12)(b)	N/A	
Town sanitary districts: order of establishment referendum and resolutions to consolidate districts	P	s. 60.71 (7), 60.785 (2)(a)	N/A	
Towns: record of non-compliance with zoning ordinance	P	s. 60.61 (5)b	N/A	
Tract index	P	s. 59.43(12m)(a)	N/A	
Trusts: disclaimer of real property or an interest in real property	P	s. 701.27 (5)(e)	N/A	
Trusts: letters of trust for a foreign trustee [named in a will]	P	s. 701.16 (1)(d)	N/A	
Village: petition for dissolution of a village and election results on question of	P	s. 61.187 (2)	N/A	
Village records: Papers, documents and orders relating to the organization and incorporation or the alteration of the boundaries of any village	P	s. 891.10	N/A	
Vital records: certificate of birth, death, divorce or annulment, marriage documents & related data plus indexes	P	s. 69.01(15)(a), 59.43(1)(h)	N/A	
Woodland tax lands: entry, declassification of; tax law classification	P	s. 77.16 (3)(7)(9)	N/A	
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	P	s. 59.43(11), 811.11, 811.17, 811.22	N/A	

24.11 (4) Register of Deeds - Non Permanent - Addendum D				
Records Series	Retention	Authority	Notice	
Accounts payable	CR +7 years		W	
Accounts receivable	CR + 7 years		W	
Accounts receivable, paid	CR + 2 years		W	
Airport protection plans, specifications, and amendments	CR + 7 years	s. 114.135	W	
Annual Reports	CR + 3 years		N	
Any record subject to audit, claim, or litigation.	Until permission to destroy is obtained from Corporation Counsel			

24.11 (4) Register of Deeds - Non Permanent - Addendum D

Records Series	Retention	Authority	Notice	
Applications for certified copies	CR + 2 years		W	
Bills of sale	CR + 6 years		W	
Cash register tapes	CR + 2 years		W	
Certificates of old age assistance and indexes	CR +7 years		N	
City record of officers and employees' surety bonds	CR + 7 years	s. 66.145	W	
City/Village: Reorganization of city as village, election returns on question of	CR + 7 years	s. 66.019 (6)	W	
City/village: lease of space by	CR + 7 years	s. 66.048 (3)(c)	W	
Computer Printouts	S		W	
Correspondence	CR + 3 years		W	
Departmental Policy & Procedures Manual	S		W	
Equipment & furnishings inventories	Until superseded		W	
General information	CR + 7 years		N	
Grant Information (application, denial, award, agreement, financial reports, and supporting documentation)	EVT + 4 years; EVT = notification of Denial or Grant Completion -- Unless otherwise specified in the terms and conditions of the award.		W	
Liquidated insurers' records	7 years after close of liquidation proceedings	s. 645	W	
Municipal redevelopment plan and revisions	CR + 7 years	s. 66.431 (9)(a), 66.431 (11)(b)	N	
Notice of removal of human corpse	2 months from date of death;	Dept. H&SS directive	W	
Notification of failure to pay taxes and notification of balances due (veterans)	CR + 7 years	s. 45.53	W	
Order to suspend proceedings for collection of property taxes of property owned by veterans	CR + 7 years	s. 45.53 (6)	W	
Purchase orders	CR + 7 years		W	
Raze order	CR + 7 years	s. 66.05 (1)(d)	W	
Receipt journals	CR + 7 years		W	
Receipts	CR + 7 years		W	
Report for final disposition of corpse	2 years from date of death;	Dept. H&SS directive	W	
Treasurers receipts	CR + 2 years		W	
UCC filings (Fixture)409.403 (6)409.402 (5)	EVT = satisfaction of mortgage	s. 409.403 (6), s. 409.402 (5)	W	
UCC filings (Non-fixture)	CR + 5 years	s. 409.403 (3)	W	
UCC - 11, search copies	CR + 2 years		W	
Vital record, request for copy of	FIS + 1 year		W	
Volunteer Records - All volunteer related records are subject to Volunteer Policy in Personnel Policies and Procedures.	CR + 7 years		W	
Vouchers order/register	CR + 7 years		W	
Wills, foreign: certificate of assignment	CR + 7 years	s. 868.05 (2)	W	
Wills, notice that proceedings have been taken to contest the will	CR + 7 years	s. 868.01 (3)	W	

24.11 (5) District Attorney - Addendum E***Retention and Disposal of District Attorney Records***

The retention and disposal of District Attorney documents is governed by state record retention schedules. Call the Public Records and Forms Board at 608-266-2996 or the State Prosecutor's Office at 608-267-2700 for information on retention and disposition of these records.

(Ord #367 5/28/13)