

Policy Cover

Title: Records Retention Policy	Effective Date: November 16, 2017
	Adoption/Revision Date: October 5, 2017
Custodian: Administrative Coordinator	Approving Body: Clark County Board of Supervisors

1. Authority

- a. Wis. Stat. 16, 19, 59.02, 59.03, 59.51, 59.52, and 757.54; Wis. SCR 72
- b. Clark County Boards, Committees, and Commissions Ordinance 2(a)(vi)

2. References

- a. Adopting Resolution/Ordinance/Motion: Ordinance 217-9-17
- b. Other Resolution/Ordinance/Motion: Ordinance 170-4-01

3. Purpose

- a. To establish a program for the keeping, preservation, retention, and disposition of county records.

4. Scope

- a. This policy applies to all Clark County personnel and departments/offices of Clark County. In the event any policy violates federal or state law or is held invalid by a court of competent jurisdiction, the affected policy shall be deemed to have been severed from this policy to the extent of its invalidity.

5. Policy Overview

- a. This policy defines what types of records shall be retained and who is responsible to retain such records.
- b. This policy defines what a record custodian shall take into consideration before a record is destroyed.

6. Policy Performance

- a. All Clark County personnel and Clark County departments/offices shall ensure all records are retained and destroyed according to this policy and schedule.

Policy Content

7. Definitions

- a. The following definitions apply to this policy:
 - i. *Authority* means any of the following having custody of a record: a state or local office, elected official, agency, board, commission, committee, council, department or public body corporate and politic created by constitution, law, ordinance, rule or order; any court of law; and a governmental or quasi-governmental corporation except as provided by law.
 - ii. *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.

- iii. *Custodian* means a legal custodian as defined in Wis. Stat. 19.33:
 - 1. An elected official is the legal custodian of his or her records and the records of his or her office or designee of such official.
 - 2. The County Clerk or the Clerk's designee shall act as legal custodian for the County Board and for any committees, boards, or authorities created by ordinance or resolution of the County Board.
 - 3. A department head or designee is the legal custodian of records created or maintained by such department.

- b. The following terms and abbreviations apply to the records retention schedule set forth in Attachment A (Clark County Record Retention Schedule):

- i. *AT*: After termination
- ii. *C*: Confidential
- iii. *CR*: Creation or receipt
 - 1. Note: Retention is calculated from the date of creation or receipt of the record plus the designated number of years.
- iv. *EVT*: Event
 - 1. Note: Retention is calculated from the date of an event (i.e. case closure or end of project) plus the designated number of years.
- v. *FIS*: Fiscal
 - 1. Note: Retention is calculated from the current fiscal year plus the designated number of years
- vi. *N*: Notify WHS before destruction
- vii. *N/A*: Not applicable
- viii. *P*: Permanent
- ix. *PII*: Personal Identifiable Information
 - 1. Note: PII meaning defined in Wis. Stat. 19.62(5).
- x. *S*: Until superseded
- xi. *W or Waived*: Waived notification to Wisconsin Historical Society
- xii. *WHS*: Wisconsin Historical Society
- xiii. *WPRB*: Wisconsin Public Records Board

8. General

- a. All authority records for which a specific retention period is not established by law or regulation shall be retained by Clark County for a period of not less than seven (7) years from creation or receipt of such record unless another retention period is defined in this

- policy.
- b. The content, and not the format or medium, dictates the determination of information as a record.
 - c. The format or medium of the record dictates the retention and disposition of the record.
 - d. The custodian is responsible to retain records per this policy.
 - i. A record custodian may destroy a record prior to the retention period defined in this policy only if such record has been reproduced as an original record pursuant to Wis. Stat. 16.61(7) or 16.612.
 - e. Records in electronic format shall be retained in compliance with the requirements, standards, and guidelines set forth in Wis. Adm. Code 12.05.
 - f. Retention periods identified in this policy apply to records in any media or format.
 - g. Unless stated otherwise in this policy, authority shall index or maintain records in any manner that would allow for their easy classification, searching, and/or retrieval making retention practical.
 - i. If data cannot be indexed or maintained in such manner, the data will not be considered a record for retention or disclosure purposes.

9. Retention Schedule

- a. Clark County opts into the general records schedules for retention as adopted and amended by the Wisconsin Public Records Board.
- b. A custodian of a record shall retain records as stated in Attachment A.
 - i. The retention schedule in Attachment A defines the following:
 1. General classification of record
 2. Type of record
 3. Period of time record shall be maintained before record can be destroyed
 4. Legal authority for retention period
 5. Status of WHS notification
 6. Guidance notes on record type

10. Electronic Records

- a. Custodians may retain records in an electronic format. Custodians should consider factors such as retention periods and estimated costs and benefits of converting records between different formats in deciding which records to store electronically. After verification, paper records converted to electronic storage should be destroyed.

11. Historical Records

- a. The Wisconsin Historical Society (WHS) has waived the required statutory sixty (60) day notice pursuant to Wis. Stat. 19.21(5)(d) for any record marked with “W” in Attachment A. WHS shall be notified prior to the destruction of a record marked with “N” in Attachment A. Notice to WHS is also required for any record not listed in this chapter.

12. Destruction

- a. The custodian is responsible to destroy records per this policy.
 - i. A record custodian may destroy a record prior to the retention period defined in this policy only if such record has been reproduced as an original record pursuant to Wis. Stat. 16.61(7) or 16.612.

- ii. When the custodian is considering the appropriate means of record destruction, custodian should consider whether the record contains confidential or protected information.
- b. No record, which has been requested to be disclosed, may be destroyed until after the request is granted or sixty (60) days after the request is denied. If an action is commenced pursuant to Wis. Stat. 19.37, the requested record may not be destroyed until a court order is issued and all appeals have been completed.
- c. No record subject to pending litigation or pending audit shall be destroyed until the litigation or audit has been completed.
- d. Unless otherwise stated in this policy, the custodian shall destroy non-records if they are no longer needed or useful.
- e. Obsolete, antiquated records which have no administrative use may be destroyed upon this policy becoming effective after notice to WHS (if applicable).

13. Attachments

- a. Attachment A – Clark County Record Retention Schedule – General
- b. Attachment B – Clark County Record Retention Schedule – County Clerk
- c. Attachment C – Clark County Record Retention Schedule – County Treasurer
- d. Attachment D – Clark County Record Retention Schedule – Register of Deeds
- e. Attachment E – Clark County Record Retention Schedule – District Attorney

Revision History		
Adoption/Revision Date	Overview of Adoption/Revision	Adoption/Revision Reference
October 5, 2017	Amendment to last known records retention Ordinance 170-4-01	Ordinance 217-9-17

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Policy Attachments

Attachment A

Clark County Record Retention Schedule - General

Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (§19.33 Wis. Stats.)	Notes
General Schedules (records typically found throughout the county)					
Accounts Payable (and supporting documents)	CR + 7 years		Waived		Balance owed to a creditor.
Accounts Receivable (and supporting documents)	CR + 3 years		Waived		Balanced owed by a debtor.
Accrued Paid Leave Credit	S		Waived		Compensatory time, PTO, sick, vacation or other.
Agendas	CR + 1 year		Waived		
Agreements	7 years after last effective date thereof	§59.52(4)(a)10 Wis. Stats.	Waived		
Annual Reports	CR + 3 years		Notify		
Any record subject to audit, claim, or litigation.	Until permission to destroy is obtained from Corporation Counsel				
Artwork / Print Masters	S		Waived		
As-Built Drawings	Life of Project		Notify		
Audit (external)	CR + 7 years		Waived		This includes any records associated with an audit.
Audit (internal)	S		Waived		This includes any records associated with an audit.
Bank Deposits	CR + 7 years		Waived		
Bank Statements / Reconciliations	CR + 7 years	§59.61 Wis. Stats.	Waived		
Boilerplate Forms	S		Waived		

Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (§19.33 Wis. Stats.)	Notes
Blueprints (county facilities)	S		Waived		Retain until and unless superseded by as-built drawing.
Budget (county)	CR +3 years		Waived		Includes all records required under §65.90 Wis. Stats.
By-Laws	S		Waived		
Calendars	S		Waived		
Cash Register Tapes	CR + 7 years		Waived		
Chart of Accounts (Object Codes)	CR + 3 years		Waived		
Checks (cancelled / voided)	*CR + 7 years	§59.52(4)(a)16 Wis. Stats.	Waived		
Checks (duplicates, registers and/or logs)	CR + 7 years		Waived		
Citations (copies)	CR + 2 years		Waived		
Claims Made (general liability and property damage)	EVT + 3 years; EVT = Closure		Waived		
Claims Paid (general liability and property damage)	EVT + 3 years; EVT = Payment	§59.52(4)(a)9 Wis. Stats.	Waived		Includes papers supporting such claims
Code of Ethics (county)	S		Waived		
Computer Printouts	S		Waived		
Construction Plans (county facilities)	Life of Structure		Notify		
Continuity of Operation (CCOP Plans)/ Continuity of Government (COG) Plans	S		Waived		
Contracts	7 years after last effective date thereof	§59.52(4)(a)10 Wis. Stats.			
Correspondence (general)	CR + 3 years		Waived		
Directory Information	S		Waived		
Fixed Assets	EVT + 1 year; EVT = Disposition		Waived		Land, land improvements, buildings, machinery and

Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (§19.33 Wis. Stats.)	Notes
					equipment, and construction in progress.
Fund Transfers	FIS + 4 years		Waived		
Grant Information (application, denial, proposal not funded, award, agreement, financial reports, and supporting documentation)	EVT + 4 years; EVT = Notification of Denial or Grant Completion		Waived		Unless otherwise specified in the terms and conditions of the award.
Indexes	S		Waived		Until superseded or as long as the records they index exist.
Insurance Policies (to which the county is a party)	7 years after last effective date thereof	§59.52(4)(a)10 Wis. Stats.	Waived		Consider permanent retention, as may be relevant for current claims
Inventories (equipment and furnishings)	S		Waived		
Invitations to Bid/Requests for Proposal	7 years after completion of the work	§59.52(4)(a)10 Wis. Stats.	Waived		Includes instructions, specifications, proof of advertisement , successful bids/proposals , agreements, contracts, and any related records
Journal Entries/General Ledger	FIS + 4 years		Notify		
Leases	7 years after last effective date thereof	§59.52(4)(a)10 Wis. Stats.	Waived		
Ledger Card Reports, EOM (BAS)	S		Waived		

Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (§19.33 Wis. Stats.)	Notes
Ledger Card Reports, EOY (BAS)	S		Waived		
Legal Opinions	Permanent		Waived		
Mailing Lists	S		Waived		
Maintenance Service Request Form	EVT: EVT = Project Completion		Waived		
Manual Warrants	CR + 1 year		Waived		
Manuals (equipment)	Life of Asset		Waived		
Master Project Files	CR + 20 years		Waived		
Material Safety Data Sheets	EVT + 30 years: EVT = Date substance received	§101.583(1)(a) Wis. Stats.	Waived		Toxic substance information requirements
Minutes (commissions, committees and boards)	CR + 3 years		Notify		Original minutes only
Ordinances and Resolutions (enacted/adopted)	S		Notify		
Organizational Charts	S		Waived		
Payment Vouchers	FIS + 4 years		Waived		
Payroll Records	CR + 3 years		Waived		FLSA
Personnel (expenses)	S		Waived		
Personnel (files)	EVT + 7 years: EVT = Separation from employment		Waived		C, PII
Personnel (grievances)	EVT + 7 years: EVT = Case closed		Waived		
Personnel (job descriptions)	S		Waived		
Personnel (performance evaluations)	EVT + 7 years: EVT = Separation from employment		Waived		C, PII
Personnel (recruitment and selection)	1 year from date of personnel action		Waived		Includes advertisements, notices, applications, tests/results. C, PII
Policy & Procedures Manual	S		Waived		

Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (§19.33 Wis. Stats.)	Notes
Professional Affiliations/Associations	S		Waived		
Purchase Orders	S		Waived		
Purchase Requisitions	S		Waived		
Receipts (Clerk's copy of Treasurer's)	CR + 4 years; or until audited, whichever is earlier	§59.52(4)(a)(12) Wis. Stats	Waived		
Receipts (general)	CR + 1 year	§59.52(4) Wis. Stats	Waived		
Receipts (money collected or received)	CR + 3 years; or until audited, whichever is earlier	§59.61(1) Wis. Stats.	Waived		
Records Management Findings & Recommendations Report	S		Waived		
Records Retention Schedules	S		Waived		WPRB approval "sunsets" after 10 years
Reference Materials (books, magazines, pamphlets, brochures, newsletters, etc.)	S		Waived		Retain as long as administratively useful
Reports (routine)	S		Waived		
Service Receipts	CR + 2 years		Waived		
Strategic Plan (county)	S		Waived		
Studies - final draft	CR + 7 years		Notify		
Supply Orders	EVT: EVT = Order filled, invoiced, & paid		Waived		
Surveillance Recordings (facility/non-evidentiary)	CR + 121 Days	§893.80 Wis. Stats.	Waived		
Survey	CR + 3 years		Waived		
Telephone Logs/Message Slips/Voice Mail	S		Waived		Any routine documentation of incoming or outgoing calls. Only retain as long

Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (§19.33 Wis. Stats.)	Notes
					as administrative ly necessary.
Telephone Service Request Form	EVT: EVT = Project Completion		Waived		
Tickler Files (follow-up)	S		Waived		
Tracking Records (activity)	CR + 1 year		Waived		
Training	S		Waived		Specific requirements may require that particular records of training be kept for a longer period.
Vendor Information	S		Waived		
Vouchers / Order Register	*CR + 7 years		Waived		
Warranty Records	Life of asset or end of warranty, whichever occurs first		Waived		
Worker's Compensation Claims	EVT + 12 years: EVT = Later of injury, claim or closure	Ch. 102 Wis. Stats.	Waived		
* Time reduced to two (2) years if the original records are maintained in the Clerk or Treasurer's office.					
Airport					
Aircraft - Wildlife Incidents	CR + 1 year		Waived		
Airport Improvement Program (AIP)	S		Waived		
Airport Licensure	S		Waived		FAA, Wis Dot BOA, &/or FCC
Airport Protection Plans and Specifications	CR + 7 years	§114.135 Wis. Stats.	Waived		
Operating and Financial Reports/Summaries	CR + 7 years		Waived		FAA, Wis. Dot BOA, &/or NTSB

Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (§19.33 Wis. Stats.)	Notes
Buildings, Facilities, and Grounds					
Access Control List (e.g., Key, Swipe Card, Key Fob, and/or Access Code)	P/S		Waived		
Buildings, Facilities & Grounds Data	S		Waived		
Construction Project Planning, Proposal, & Administration Records	7 years after project completion		Waived		
Construction Submittals (e.g., Shop Drawings, Samples, & Product Data)	P		N/A		
Environmental Health & Safety Records	CR + 7 years		Waived		
Equipment, Systems, & Vehicles (e.g., Purchase Information, Instruction Manuals, Maintenance Agreements, Maintenance Logs, Warranties)	Life of Equipment, System, or Vehicle		Waived		
Incident Reports	CR + 3 years		Waived		
Child Support					
Administrative Cost Claims	EVT + 3 years: EVT = Submission of last expenditure report	45 CFR 92.42 (b)(1) & Wis. DCF	Waived		Includes supporting documentation (e.g., costs and revenues)
Case Records	EVT + 7 years: EVT = Closure		Waived		C, PII
Child Support Divorce	EVT + 7 years: EVT = Closure		Waived		
Client Assistance (out of county)	CR + 7 years		Waived		
Client Logs	S		Waived		
Expenditure Reports & Supporting Documentation	CR + 3 years	45 CFR 74.20 - 74.25	Waived		
IRS Records List	EVT + 7 years: EVT = Closure		Waived		
Misdemeanor and Felony Non-Support Files	EVT + 7 years: EVT = Closure		Waived		
Paternity Files, post judgments	EVT + 7 years: EVT = Closure		Waived		

Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (§19.33 Wis. Stats.)	Notes
Paternity Files, pre-judgments, dismissed	CR + 3 years		Waived		
Paternity Files, pre-judgments, not pursued	CR + 3 years		Waived		
Reciprocal Support Cases (Interstate cases - i.e., UIFSA, URESA)	EVT + 7 years: EVT = Closure		Waived		
Records of Required Client Notification	CR + 3 years	46 CFR 74.20 - 74.25	Waived		
Statistical Reports & Supporting Documentation	CR + 3 years	45 CFR 74.20 - 74.25	Waived		
Warrants & Capias	EVT + 3 years: EVT = Vacated, Served, or Closed		Waived		
Corporation Counsel					
Legal					
Case files, litigation	EVT + 3 years: EVT = Closure or when appeal time has run, whichever is longer or per SCR		Waived		C
Case files, non-litigation	CR+3 years		Waived		
CHIPS (Child in Need of Protective Services) Juvenile Records	EVT + 2 years: EVT = Child's 18th Birthday		Waived		C
CHIPS (Child in Need of Protective Services) Petitions	S		Waived		C
Department Files	CR + 3 years		Waived		
Dismissals - 51.45	CR + 3 years		Waived		
Guardianship Files	EVT + 7 years: EVT = Termination of Guardianship		Waived		C
Lawsuits and Habeas Corpus	EVT + 3 years: EVT = Closure or when appeal time has run, whichever is longer or per SCR		Waived		
Legal Fees, Outside Counsel	EVT + 5 years: EVT = No activity		Waived		

Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (§19.33 Wis. Stats.)	Notes
Legal Memoranda	Permanent		P		C
Legal Opinions	Permanent		P		C
Liability Claims	EVT + 7 years: EVT = Expiration		Waived		
Mental Commitment Cases	EVT + 3 years: EVT = Closed		Waived		C
Ordinance Cover Sheets	EVT + 3 years: EVT = Board Approval		Waived		
Parks and Land Use and Environmental Ordinance Enforcement Files	3 years after resolution		Waived		
Real Estate Closing Files	Permanent		N/A		
Termination of Parental Rights (TPRs)	EVT + 45 days: EVT = Child's 19th Birthday		Waived		C
Truancy Referrals	EVT + 1 year: EVT = Child's 18th Birthday		Waived		C
County Clerk					
Officially adopt the County Clerk's General Schedule (compiled by WHS and approved by WPRB), which is incorporated herein by reference as presently constituted or hereafter revised (see: Addendum B).					
County Treasurer					
Officially adopt the County Treasurer's General Schedule (compiled by WHS and approved by WPRB), which is incorporated herein by reference as presently constituted or hereafter revised (see: Addendum C).					
Court Records					
The retention and disposal of all court records is governed by Section 757.54 Wisconsin Statutes and Chapter SCR 72, which are incorporated herein by reference as presently constituted or hereafter revised (see: Addendum D).					
Data Processing					
Annual Back-Ups	CR + 7 years		Waived		
Daily Back-Ups	CR + 15 days		Waived		
Monthly Back-Ups	CR + 1 year		Waived		
Special Back-Ups (end of tax processing, etc.)	CR + 7 years		Waived		
Telephone Records: System Back-Up	CR + 15 days		Waived		

Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (§19.33 Wis. Stats.)	Notes
Records					
Telephone Records: System Call Records	CR + 6 Months		Waived		
District Attorney					
The general schedule applicable to the District Attorney is attached hereto as Addendum F and incorporated herein by reference.					
Economic Support and Workforce Development					
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	Waived		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	Waived		C, PII

Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (§19.33 Wis. Stats.)	Notes
***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.					
Emergency Management (Ch. 323 Wis. Stats.)					
Claims Arising During State of Emergency	CR + 121 days	§§257.03 and 893.82 Wis. Stats.	Waived		
Declaration of Emergency (Proclamation, Resolution and/or Ordinance)	CR + 7 years	§§323.11 and .14(4) Wis. Stats.	Waived		
Emergency Management Plan	S	§323.14(1) Wis. Stats.	Waived		
Emergency Planning Grants	CR + 7 years	§323.61 Wis. Stats.	Waived		
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.	Waived		
Local Emergency Planning Committee	S	§59.54(8) Wis. Stats.	Waived		
Local Emergency Response Team - Reimbursement Claim	EVT + 5 years; EVT = Reimbursement	§WEM 6.09 Wis. Adm. Code	Waived		Must give Wis DEM 60- days written notice before any such record may be destroyed
Mutual Assistance - State of Emergency	CR + 7 years	§66.0314(1)(a) Wis. Stats.	Waived		
Worker's Compensation Claim	EVT + 12 years; EVT = Occurrence	Ch. 102 and §323.40 Wis. Stats.	Waived		Tied to worker's compensation claim statute of limitations
Emergency Medical Services Program (Ch. 256 Wis. Stats.)					
Ambulance Run	CR + 7 years	§256.15(12)(b) Wis. Stats.	Waived		Confidentialit y of Patient Health Care Records §146.82 Wis. Stats. C, PII
Emergency Medical Services Program Personnel Certification, Licensure	S	§256.15 Wis. Stats.	Waived		

Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (§19.33 Wis. Stats.)	Notes
and/or Training					
Emergency Medical Services Program Plan(s)	S	§256.12 Wis. Stats.	Waived		
Mutual Assistance - State of Emergency	CR + 7 years	§66.0314(1)(b) Wis. Stats.	Waived		
Executive/Administrator/Administrative Coordinator (§§59.17, .18. and .19 Wis. Stats.)					
Administration					
Board and Commission Appointments/Confirmation (if required)	S	§59.17(2)(c) and .18(2)(c) Wis. Stats.	Waived		
Department Head Appointments/Confirmation (if required)	S	§§59.17(2)(b), (2)(br) and .18(2)(b) Wis. Stats.	Waived		
Message to the Board	CR + 7 years	§§59.17(5) and .18(5) Wis. Stats.	Waived		Only if communicated to the county board in writing.
Resolution or Petition and Referendum Creating the Office	S	§§59.17(1) and .18(1) Wis. Stats.	Waived		
Resolutions or Ordinances - Approval or Veto	P	§59.17	N/A		
Community Development					
Annual Grant Application	CR + 3 years		Waived		
Audits, community block grant	CR + 7 years	24CFR 570.502(a)(16)	Waived		
Census Books	S		Waived		
Environmental Reviews	CR + 7 years		Notify		
Federal Regulations	S		Waived		
Grant Awards	CR + 7 years	24CFR 570.502(a)(16)	Waived		
Home Regulations	S		Waived		
HUD Disaster Recovery Initiative Fund Files	CR + 5 years		Waived		
HUD Grantee Performance Reports	CR + 7 years	24CFR 570.502(a)(16)	Waived		
Labor Standard Projects	CR + 7 years	24CFR 570.502(a)(16)	Waived		
Labor Standard Wage Files	CR + 7 years	24CFR 570.502(a)(16)	Waived		

Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (§19.33 Wis. Stats.)	Notes
Sub Grantee Project Files - CDBG (Community Development Block Grant)	CR + 7 years	24CFR 570.502(a)(16)	Waived		
Sub Grantee Project Files - Home	CR + 7 years	24CFR 570.502(a)(16)	Waived		
Senior Services					
Adult Day Care Records	CR + 3 years		Waived		C
Adult Day Care Tracking Statistics	EVT + 3 years: EVT = Audited		Waived		
Area Agency on Aging Reports - includes nutritional meal program summary	CR + 7 years		Waived		
Benefit Specialist Client Files	EVT + 7 years: EVT = File Closed	s. 46.81 & 59.52 & HSS 245.03	Waived		C
Benefit Specialist Report	S	s. 46.81	Waived		C
Client Assessments for Home Delivered Meals and Supportive Services	CR + 3 years		Waived		C
Client Donation Deposits	CR + 7 years		Waived		
Client Files - includes complaints, HDM assessments and pre- authorizations	EVT + 7 years: EVT = File Closed	s. 59.52	Waived		C
Client Nutrition Site Changes, site counts and daily meal counts	CR + 4 years		Waived		
Client Statements (Revenue Received)	CR + 3 years		Waived		
Commission on Aging - business related materials	CR + 7 years		Waived		
Complaint Grievance File	CR + 3 years		Waived		
Congregate Billings	CR + 3 years		Waived		
Congregate Participant Logs Book	CR + 7 years		Waived		
Congregate Registration Forms	CR + 7 years		Waived		
Contract Monitoring Files	CR + 7 years		Waived		
Contract Provider Billing Reports, invoices	CR + 7 years		Waived		
Contracts Not Related to Purchasing	CR + 3 years		Waived		
Day Care Client Billings	CR + 7 years		Waived		
Elder Abuse Reports	CR + 7 years	s. 46.90	Waived		
Factors Database Program	S		Waived		
Grant Applications	EVT + 4 years: EVT		Waived		

Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (§19.33 Wis. Stats.)	Notes
	= Notification of Denial or Grant Completion				
Grant Task Force	S		Waived		
Greeter Program Files	CR + 3 years		Waived		
Home Delivered Meals	CR + 7 years		Waived		
Home Delivered Meals, monthly computer printout reports	CR + 3 years		Waived		
Home Delivered Meals, tracking index cards	CR + 7 years	s. 46.85	Waived		
Home Delivered Meals, volunteer mileage reports	CR + 7 years	s. 46.85	Waived		
Home Delivery Meals, client charge log, daily activity log, and daily vendor order sheet	CR + 7 years		Waived		
ID Applications	CR + 5 years		Waived		
ID Receipts	CR + 5 years		Waived		
ID Reconciliation Book	CR + 5 years		Waived		
Information & Assistance (I & A) Files (EOY)	EVT + 7 years: EVT = Audited		Waived		C
Information & Assistance Phone Logs	CR + 7 years		Waived		C
Information Systems Capital Project Documents	CR + 2 years		Waived		
Legal Action Files (Legal Action of Wisconsin)	S		Waived		
Long Term Redesign Project	CR + 4 years		Waived		
Medicare Vans, weekly billings	CR + 3 years	s. 85.21	Waived		
Nutrition Checks	CR + 3 years		Waived		
Nutrition Program Records	CR + 3 years		Waived		
Nutrition Site, progress reports	CR + 3 years		Waived		
Nutrition Site, quality control sheets	CR + 3 years		Waived		
Nutrition Site, registrations	CR + 1 year		Waived		
Preauthorization's, Service	EVT + 1 years: EVT = Termination		Waived		
Program Monitor Evaluation (PME) Billing Reports, invoices	EVT + 7: EVT = Audited		Waived		
Project Files, special events	CR + 7 years		Waived		
Reports, specialized transportation /	CR + 5 years		Waived		

Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (§19.33 Wis. Stats.)	Notes
other					
Senior Center Listing	CR + 5 years		Waived		
Senior Dining Quality Control Sheets	CR + 7 years		Waived		
Senior Dining Supply Usage Reports	CR + 7 years		Waived		
Senior ID Log Book	CR + 5 years		Waived		
Shared taxi Monthly Report	S		Waived		
Statistics, operational and cost	CR + 5 years		Waived		
Support Group and Doctors List	CR + 1 year		Waived		
Taxi Program Analysis	CR + 3 years		Waived		
Taxi Vouchers	EVT + 3 years: EVT = Audited	s. 85.21	Waived		
Title XIX Billing Statements	CR + 7 years		Waived		
Transit Data, Historical, specialized	EVT + 7 years: EVT = Settlement	s. 85.21	Waived		
Transportation Contracts	CR + 3 years	s. 85.21	Waived		
Volunteer Acknowledgement of Confidentiality	EVT + 3 years: EVT = Termination		Waived		
Volunteer Card File	CR + 7 years	s. 46.85	Waived		
Volunteer Driver Agreements	EVT + 3 years: EVT = Termination		Waived		
Volunteer Elder Reach Files	CR + 3 years	s. 46.85	Waived		
Volunteer Friendly Visitors Files	EVT + 3 years: EVT = Termination		Waived		
Volunteer Monthly Reports	CR + 7 years	s. 46.85	Waived		
Volunteer Registration Forms - Includes Confidentiality Driver's Statements	CR + 7 years		Waived		
Volunteer Staff Log Book	S		Waived		
Finance					
Balancing Report	FIS + 4 years		Waived		
Bond & Coupon Records Book, general obligation bonds	EVT + 30 years: EVT = Bond issue expiration or following payment of all outstanding matured bonds, notes,		Waived		

Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (§19.33 Wis. Stats.)	Notes
	coupons, whichever is later				
Canceled Bonds, Coupons, & Promissory Notes	EVT: EVT = Audited		Waived		
Copies of Notices of Tax Apportionment Sent to Local Taxing Districts by County Clerk	FIS + 3 years	§59.52(4)(a)2. Wis. Stats.	Waived		
Deferred Compensation Records	EVT + 8 years: EVT = End of Service		Waived		
Equipment & Furnishings Inventories	S		Waived		
Garnishment Records	FIS + 7 years		Waived		
General Ledger	FIS + 7 years		Notify		
General Ledger, Trial Balance	FIS + 7 years		Waived		
Illegal Tax Certificates Charged Back to Local Tax Districts	EVT + 3 years: EVT = Charging Back	§59.52(4)(a)6. Wis. Stats.	Waived		
Insurance Records	7 years after the last effective date thereof	§59.52(4)(a)10. Wis. Stats.	Waived		
Investment Records	FIS + 6 years		Waived		
Notices of Tax Apportionment from Secretary of State	FIS + 3 years	§59.52(4)(a)1. Wis. Stats.	Waived		
Payroll Registers, Other Payroll Report, & Social Security & Retirement Earnings Report	FIS + 7 years		Waived		
Retirement Records	EVT + 8 years: EVT = End of Service		Waived		
Time cards, Attendance Records, Salary Schedule	FIS + 7 years		Waived		
Treasurer Cash	FIS + 7 years		Waived		
Unemployment Compensation Payment Records	FIS + 3 years		Waived		
Withholding Allowance Certificates, Employee Wage & Tax Statements, & Other Tax Records	FIS + 7 years		Waived		

Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (§19.33 Wis. Stats.)	Notes
Health Department					
Administrative					
Accounts Receivable Client Records	EVT + 10 years: EVT = Audited		Waived		C, PII
Agency Evaluations	CR + 7 years	§19.21Wis. Stats.	Waived		
Agency Goals, objectives, short & long term strategic plans	CR + 7 years	§19.21Wis. Stats.	Waived		
Audit Reports, Vendor	CR + 7 years		Waived		
Background Checks	CR + 7 years		Waived		
Bankruptcy Reports	CR + 7 years		Waived		
CARS (Community Aids Reporting System) Reports	Permanent		N/A		
Cash Grant Vouchers	CR + 7 years		Waived		
Certification of Destruction (Records)	Permanent		N/A		
Daily Activities Report	CR + 7 years	§19.21Wis. Stats.	Waived		
Daily Deposit Spreadsheets	CR + 7 years		Waived		C, PII
Employee Expense Accounts	CR + 7 years		Waived		
Evening Security Logs	CR + 3 Months		Waived		
Fiscal Records, Billing, Budget	CR + 7 years	§19.21Wis. Stats.	Waived		
Grant Reconciliation Working Papers	Permanent		N/A		
Grants	EVT + 4 years; EVT = Notification of Denial, No Funding, or Grant Completion		Waived		
HIPAA Documentation (Health Insurance Portability and Accountability Act)	CR + 7 years	HIPAA	Waived		C, PII
Hospital Fiscal Survey	Permanent		N/A		
Incident / Injury Reports	CR + 7 years	§19.21Wis. Stats.	Waived		C, PII
Inventories, facility and equipment	CR + 7 years	§19.21Wis. Stats.	Waived		
Inventory, or non-expendable personal property	EVT + 7 years: EVT = Property disposed of	§19.21Wis. Stats.	Waived		
Medicare Cost Report	Permanent		N/A		
Mission Statement, Philosophy, Purpose	CR + 7 years	§19.21Wis. Stats.	Waived		
Patient Billing Activity Logs	CR + 7 years		Waived		C, PII

Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (§19.33 Wis. Stats.)	Notes
Policies and Procedures (Program related)	CR + 7 years	§19.21Wis. Stats.	Waived		
Policies and Procedures (Records related)	EVT: EVT = Superseded or Record Series no longer Exists		Waived		
Press Releases	CR +1 year		Waived		
Purchase Orders EDS (Electronic Data Storage)	CR + 7 years		Waived		
Reconciliation Working papers	Permanent	HHS 54.06 (2)(a)(6)	N/A		
State Reports (942/943)	Permanent		N/A		
Taped meeting minutes	EVT + 90 days: EVT = Approval date & publication	§19.21Wis. Stats.	Waived		
W.I.C. Case Files	FIS + 3 years	7 CFR 246.25	Waived		C
W.I.C. State Reports	CR + 3 years		Waived		C
Client and/or Family Care					
Agency Program Evaluation	CR + 7 years	§19.21Wis. Stats.	Waived		
Birth Certificate Information	EVT + 1 year: EVT = Receipt of Copy	§69.20(3) Wis. Stats.	Waived		C
Care Coordination: Adult	CR + 7 years	§19.21Wis. Stats.	Waived		C, PII
Care Coordination: Minor	EVT + 5 years: EVT = Minor reaches 18 years of age	§19.21Wis. Stats.	Waived		C, PII
Child Long Term Support - Autism Records	EVT + 7 years: EVT = Case Closed		Waived		C, PII
Client Listing	CR + 1 Month		Waived		C
Client Record / Patient Care: Adult	CR + 7 years	§19.21Wis. Stats.	Waived		C
Client Record / Patient Care: Minor	EVT + 5 years: EVT = Minor reaches 18 years of age	§19.21Wis. Stats.	Waived		C
Clinic Record, blood pressure forms	CR + 7 years		Waived		C
Complaint Investigation Record	CR + 7 years		Waived		C
Family Care Record: Adult	CR + 7 years	§19.21Wis. Stats.	Waived		C, PII
Family Care Record: Minor	EVT + 5 years: EVT = Minor reaches 18 years of age	§19.21Wis. Stats.	Waived		C, PII
Health Check / Well Child: Adult	CR + 7 years	§19.21Wis. Stats.	Waived		C, PII

Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (§19.33 Wis. Stats.)	Notes
Health Check / Well Child: Minor	EVT + 5 years: EVT = Minor reaches 18 years of age	§19.21Wis. Stats.	Waived		C, PII
Health Fair Records	CR + 7 years		Waived		C
Home Care Record	EVT + 6 years: EVT = The month the cost report is filed with the intermediary, maintain even if program is discontinued		Waived		C, PII
Lead Screens	CR + 7 years		Waived		C, PII
Monthly Clinic Statistic Report	CR + 1 year		Waived		
Monthly Nurses Calendar	CR + 1 year		Waived		C
Short Term Record: Adult	CR + 7 years	§19.21Wis. Stats.	Waived		
Short Term Record: Minor	EVT + 5 years: EVT = Minor reaches 18 years of age	§19.21Wis. Stats.	Waived		
Communicable Disease Records					
Clinic Record, STD Clinic	CR + 7 years		Waived		C, PII
Communicable Disease Outbreak Records [DOH 4142 (Rev. 8/860 & is complete DOH 9081] (Original to State Epidemiologist)	EVT: EVT = Investigation is complete		Waived		C, PII
Communicable Disease Reports (4151) - Local Copy (Original to State Epidemiologist): Adult	CR + 7 years		Waived		C, PII
Communicable Disease Reports (4151) - Local Copy (Original to State Epidemiologist): Minor	EVT + 5 years: EVT = Minor reaches 18 years of age		Waived		C, PII
Hep. B / TB Case Records	EVT + 30 years: EVT = Severance		Waived		C, PII
Immunization Administration Record	Permanent	National Childhood Injury Act of 1986, s 2125 PHS Act at 42 U.S.C. s. 300aa - 25 (Supp. 1987)	N/A		C, PII

Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (§19.33 Wis. Stats.)	Notes
Immunization Record: Adult	CR + 7 years	§19.21Wis. Stats.	Waived		C, PII
Immunization Record: Minor	EVT + 5 years: EVT = Minor reaches 18 years of age	§19.21Wis. Stats.	Waived		C, PII
Referral Listing	CR +7 years		Waived		C, PII
Signature of Person to Receive Vaccine or Person Authorized to Make Request for Immunization: Adult	CR + 10 years		Waived		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		Waived		C, PII
STD Report (4343) - Local Copy (Original to State Epidemiologist: Adult)	CR + 7 years		Waived		C, PII
STD Report (4343) - Local Copy (Original to State Epidemiologist: Minor)	EVT + 5 years: EVT = Minor reaches 18 years of age		Waived		C, PII
Community Education					
Curriculum	CR + 7 years		Notify		
Educational Materials	CR + 7 years		Notify		
Evaluation	CR + 7 years		Notify		
Program Materials	CR + 7 years		Notify		
Environmental Health Records					
Health Hazard Investigations	CR + 7 years		Waived		
Licensed Establishments Inspection Reports	CR + 3 years		Waived		
On-Site Waste	EVT: EVT = System is abandoned		Waived		
Variance Approvals	Permanent		N/A		
Water Sample Reports	CR + 7 years		Waived		
Well / Septic Permits	EVT: EVT = System is abandoned		Waived		
Adolescent & Family Services / Juvenile					
Adolescent & Family Services Census	S		Waived		C

Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (§19.33 Wis. Stats.)	Notes
Sheets					
Adolescent & Family Services Client Index Card File	S		Waived		C
Adolescent & Family Services Client Listing	S		Waived		C
Adolescent & Family Services Client Logs	S		Waived		C
Adolescent & Family Services Client Records	EVT + 7 years: EVT = Youngest Child in household turns 19 years of age	HSS 92.12(2) & (4)	Waived		C
Daily Staff Attendance Reports	CR +1 year		Waived		
Daily Staff Schedule	CR + 2 years		Waived		C
Original Offense Report	CR + 2 years		Waived		C
Permission Slips (Residents)	CR + 2 years		Waived		C
Requests for Leave, employee	CR + 1 year		Waived		
Resident Juvenile Case Files, secure	EVT + 10 years: EVT = Case Closed	s. 48.396 & HSS 346.13 & SCR 72(41)	Waived		C
Resident Juvenile Case Files, shelter care	EVT + 7 years: EVT = Case Closed	s. 48.396 & HSS 59.07 (3)(b)	Waived		C
Resident Medical Treatment Records	CR + 7 years	HSS 92.12(1) & (2)(3)(4)	Waived		C, PII
Resident Medication Log	S		Waived		C, PII
Shelter Care Secure Admission Register	Permanent	HSS 54.06 (2)(a)(1)	N/A		C
Supervisor Shift Log	CR + 2 years		Waived		
Unit Log (Male & Female)	CR + 2 years		Waived		C
Intake Shared Services					
Certified Child Care Files	EVT + 7 years: EVT = Minor reaches 18 years of age		Waived		C
Child Abuse and Neglect / Child Welfare Client Records	CR + 7 years		Waived		C
Intake & Shared Services Client Records	EVT + 7 years: EVT = Youngest Child in Family turns 18 years of age	DHS Memo (82-1A)	Waived		C

Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (§19.33 Wis. Stats.)	Notes
Intake Access Contact Listing	CR + 2 years		Waived		C
Kinship Care Client Records	EVT + 7 years: EVT = Minor reaches 18 years of age		Waived		C
Long Term Care					
Long Term Care Client Listing	EVT + 1Month: EVT = Transfer to Electronic Record		Waived		C
Long Term Care Client Log	S		Waived		C
Long Term Care Client Records - Developmentally Disabled	EVT + 7 years: EVT = Case Closed		Waived		C
Long Term Care Client Records (Except Developmentally Disabled)	EVT + 7 years: EVT = Case Closed		Waived		C
Mental Health / AODA / Clinical / Nursing / Rehab Services					C
Client Index Card Files	Permanent		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	Waived		C
Community Support Program (CSP) Admissions, Referrals, and Discharge Logs	CR + 7 years	HHS 63.08	Waived		C
Community Support Program (CSP) and Day Treatment (DT) Client Review Notes for State Audit	CR + 7 years		Waived		C
Community Support Program (CSP) Client Review Log	Permanent		N/A		C
Community Support Program (CSP) Client Waiting Lists	S		N/A		C
Community Support Program (CSP) Statistics	CR + 3 years		Waived		
Complaint Investigations	EVT + 7 years: EVT = After Settlement		Waived		C
Court Commitment Tracking Sheets	S		Waived		C
Day Treatment and Group Home Waiting Lists	S		Waived		C
Day Treatment Attendance Sheets	CR + 1 Month		Waived		C

Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (§19.33 Wis. Stats.)	Notes
Day Treatment Statistics	CR + 2 years	HSS 105.324	Waived		
Disease Indexing	Permanent		N/A		
Employee Blood Born Pathogen Records	EVT + 30 years: EVT = Terminated		Waived		C, PII
Employee Training Log	CR + 6		Waived		
Employee Training Records (OSHA)	CR + 3 years	CPL 2-244D	Waived		
Hospital Census Sheets / Demographic	CR + 10 years		Waived		
In-Patient Database Cards	Permanent	HSS 63.16	N/A		C, PII
Medical Staff Credential Files With Disciplinary Action	Permanent		N/A		
Medical Staff Credential Files Without Disciplinary Action	EVT + 7 years: EVT = Termination		Waived		
Nursing Schedules	CR + 5 years		Waived		
OBRA Screening (Omnibus Budget Reconciliation Act)	CR + 1 year		Waived		
Patient Treatment Survey	EVT + 1 year: EVT = Survey Complete		Waived		
Payee Client Files	CR + 2 years		Waived		C
Payee Financial and Billing Records	CR + 2 years		Waived		C
Petty Cash Vouchers	S		Waived		
Physician's Registry	Permanent		N/A		
Quality Assurance	EVT + 1 year: EVT = Survey Complete		Waived		
Supervision Log	CR + 3 years		Waived		
Survey's - Title XIX	CR + 15 years		N/A		
Medical Records (CCRLC only)	CR + 15 years		Waived		C, PII
Master Patient Index	P		Waived		C, PII
Resident Alphabetical Index	P		Waived		C, PII
Medical Record Numerical Index	P		Waived		C, PII
Daily Census Reports	CR + 7 years		Waived		C, PII
Special Studies/QAPI Documents	CR + 7 years				C
Facility Surveys	CR + 10 years				
CMS/MDS Submission Reports	CR + 10 years				C, PII
Highway					

Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (§19.33 Wis. Stats.)	Notes
Administration					
Accounts Payable (and supporting documents)	CR + 7 years		Waived		Balance owed to a creditor.
Accounts Receivable (and supporting documents)	CR + 3 years		Waived		Balanced owed by a debtor.
Agendas	CR + 1 year		Waived		
Annual Reports	CR + 3 years		Notify		
As-Built Drawings	Life of Project		Notify		
Audit (external)	CR + 7 years		Waived		This includes any records associated with an audit.
Automobile Accident Reports	CR + 7 years		Waived		
Chart of Accounts (Object Codes)	CR + 3 years		Waived		
Construction Plans (county facilities)	Life of Structure		Notify		
Contracts	7 years after last effective date thereof	§59.52(4)(a)10 Wis. Stats.			
Culverts, Dams and Bridges	Until no longer operated and maintained	Ch.'s 30 & 31 Wis. Stats.	Waived		Includes permits, orders, maintenance, and inspection
Department Training Records	CR + 7 years		Waived		
Drug & Alcohol Testing Records	CR + 2 years		Waived		C, PII
Equipment & Furnishings Inventories	S		Waived		
Fixed Assets	EVT + 1 year; EVT = Disposition		Waived		Land, land improvements, buildings, machinery and equipment, and construction in progress.
Fuel Usage Records	CR + 2 years		Waived		
General Ledger	FIS + 7 years		Notify		

Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (§19.33 Wis. Stats.)	Notes
General Ledger, Trial Balance	FIS + 7 years		Waived		
Heavy Equipment & Vehicle Inventory Ledger	S		Waived		
Incident Reports	CR + 7 years		Waived		
Injury Report Packets, employee	EVT + 7 years: EVT = Employee Terminated		Waived		
Inventories (equipment and furnishings)	S		Waived		
Invitations to Bid/Requests for Proposal	7 years after completion of the work	§59.52(4)(a)10 Wis. Stats.	Waived		Includes instructions, specifications, proof of advertisement, successful bids/proposals, agreements, contracts, and any related records
Journal Entries/General Ledger	FIS + 4 years		Notify		
Land Acquisition, deeds, abstracts	Permanent		N/A		
Leases	7 years after last effective date thereof	§59.52(4)(a)10 Wis. Stats.	Waived		
Machinery, time sheets	EVT + 1 year: EVT = Machinery is replaced		Waived		
Maintenance Service Request Form	EVT: EVT = Project Completion		Waived		
Manual Warrants	CR + 1 year		Waived		
Manuals (equipment)	Life of Asset		Waived		
Master Project Files	CR + 20 years		Waived		
Material Safety Data Sheets	EVT + 30 years: EVT = Date substance received	§101.583(1)(a) Wis. Stats.	Waived		Toxic substance information requirements
Minutes (commissions, committees and boards)	CR + 3 years		Notify		Original minutes only
Organizational Charts	S		Waived		

Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (§19.33 Wis. Stats.)	Notes
Payment Vouchers	FIS + 4 years		Waived		
Payroll Records	CR + 3 years		Waived		FLSA
Payroll Registers, Other Payroll Report, & Social Security & Retirement Earnings Report	FIS + 7 years		Waived		
Performance Evaluations & Medical Records	CR + 6 years		Waived		
Permits	Permanent		N/A		
Personnel (files)	EVT + 7 years: EVT = Separation from employment		Waived		C, PII
Purchase Orders	S		Waived		
Purchase Requisitions	S		Waived		
Receipts (Clerk's copy of Treasurer's)	CR + 4 years; or until audited, whichever is earlier	§59.52(4)(a)(12) Wis. Stats	Waived		
Receipts (general)	CR + 1 year	§59.52(4) Wis. Stats	Waived		
Receipts (money collected or received)	CR + 3 years: or until audited, whichever is earlier	§59.61(1) Wis. Stats.	Waived		
Reports (routine)	S		Waived		
State Gas Reports	CR + 3 years		Waived		
Stock Control Records	CR + 2 years		Waived		
Supply Orders	EVT: EVT = Order filled, invoiced, & paid		Waived		
Time cards, Attendance Records, Salary Schedule	FIS + 7 years		Waived		
Training	S		Waived		Specific requirements may require that particular records of training be kept for a longer period.
Vendor Information	S		Waived		
Vouchers / Order Register	*CR + 7 years		Waived		
Warranty Records	Life of asset or end of warranty, whichever		Waived		

Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (§19.33 Wis. Stats.)	Notes
	occurs first				
Worker's Compensation Claims	EVT + 12 years: EVT = Later of injury, claim or closure	Ch. 102 Wis. Stats.	Waived		
Vehicle Maintenance Histories	Life of Vehicle		Waived		
Vehicle Usage Reports	CR + 2 years		Waived		
Contracts					
Affidavit of organization & authority, successful bidders	EVT + 7 years: EVT = Project completion		Waived		
Affidavit of organization & authority, unsuccessful bidders	CR + 2 years		Waived		
Bid Tabulations	EVT + 7 years: EVT = Project completion		Waived		
Bidder's Proof of Responsibility, successful bidders	CR + 7 years		Waived		
Bidder's Proof of Responsibility, unsuccessful bidders	CR + 2 years		Waived		
Bids, successful	EVT + 7 years: EVT = Project completion		Waived		
Bids, unsuccessful	CR + 2 years		Waived		
Notice to Contractors, successful bidders	CR + 7 years		Waived		
Notice to Contractors, unsuccessful bidders	CR + 2 years		Waived		
Performance Bond	EVT + 7 years: EVT = Project completion		Waived		
Buildings, Facilities and Grounds					
Access Control List (e.g., Key, Swipe Card, Key Fob, and/or Access Code)	P/S		Waived		
Buildings, Facilities & Grounds Data	S		Waived		
Construction Project Planning, Proposal, & Administration Records	7 years after project completion		Waived		
Construction Submittals (e.g., Shop Drawings, Samples, & Product Data)	P		N/A		
Environmental Health & Safety Records	CR + 7 years		Waived		
Equipment, Systems, & Vehicles (e.g., Purchase Information, Instruction Manuals, Maintenance Agreements, Maintenance Logs, Warranties)	Life of Equipment, System, or Vehicle		Waived		

Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (§19.33 Wis. Stats.)	Notes
Incident Reports	CR + 3 years		Waived		
Human Services					
Administrative					
Agency Evaluations	CR + 7 years	s. 19.21	Waived		
Agency Goals, objectives, short & long term strategic plans	CR + 7 years	s. 19.21	Waived		
Incident / Injury Reports	CR + 7 years / EVT + 1 year: EVT = settlement		Waived		
Inventories, facility & equipment	CR + 7 years	s. 19.21	Waived		
Mission Statement, Philosophy, Purpose	CR + 7 years	s. 19.21	Waived		
Program Policies & Procedures	CR + 7 years	s. 19.21	Waived		
Fiscal					
Fiscal Records, Billing	EVT + 90 days: EVT = Approval & publication	s. 19.21	Waived		
Grants	EVT + 7 years: EVT = Disposal of property	s. 19.21	Waived		
Inventory, non-expendable personal property	CR + 7 years	s. 19.21	Waived		
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.	Notify		C

Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (§19.33 Wis. Stats.)	Notes
a. Open Public Assistance Case Records: (1) All data forms: case determination sheets worksheets; medical assistance certification sheets; sheets which document the verification of changeable items, such as income or health status; correspondence to & from applicants & recipients; & any other document needed to support income maintenance agency decisions (2) Sheets which document the verification of unchangeable items, such as social security numbers, birth dates, & citizenship (3) financial record for all payments not on file in CRN	(1) EVT; EVT = Most recent 6 year period (2) As long as case is open (3) As long as case is open	Ch. DCF 121 Wis. Adm. Code	Waived Waived		C
b. Closed Public Assistance Cases & Denied Cases: (1) records specified in 1.a(1) above (2) Most recent data form, records specified in 1.a(2) above & materials relating to any lack of cooperation on the part of the recipient (3) Most recent data form & record specified in 1.a(3) above	(1) EVT + 3: EVT = Closed (2) EVT + 6: EVT = Closed (3) EVT + 3: EVT = Date of Denial	Ch. DCF 121 Wis. Adm. Code	Notify Notify Waived		C
Fraud Referral Records					
a. Unfounded	EVT + 3 years: EVT = Determination Decision**	Ch. DCF 121 Wis. Adm. Code	Waived		C
b. Founded - referred to D.A.	EVT + 7 years: EVT = Determination Decision**	Ch. DCF 121 Wis. Adm. Code	Waived		C
c. Founded - other	EVT + 5 years: EVT = Determination Decision**	Ch. DCF 121 Wis. Adm. Code	Waived		C
Third-party recovery records	EVT + 1 year: EVT = Case Closed**		Waived		C
	** Recommend microfilming essential information				
JOBS participant records	EVT + 7 years: EVT = Last date of JOBS eligibility, therefore closed	DHSS Admin. Memo 94-18	Waived		
Social Service Case File					

Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (§19.33 Wis. Stats.)	Notes
a. State Required Case Documentation; initial contact sheet; notice of agency action; social services narrative; financial information; any other records documenting client eligibility & activity	EVT + 3 years: EVT = Case Closed	DHSS Memo 82-1A	Waived		C
b. State Required & County Developed Case Documentation; assessment; or diagnostic forms; records & narratives; social and medical histories; copies of court reports pertinent to case; release of information forms; client or service agreements; forms & documentation of eligibility or financial status	EVT + 3 years: EVT = Case Closed	DCS Memo 92-12	Waived		C
c. Social Service Records for Cases Opened for Services; applications; referral actions not resulting in case opening; miscellaneous requests & correspondence about individual clients from consumer & other agencies which do not result in case opening	EVT + 1 year: EVT = Final action / Determination	DCS Memo 92-12	Waived		C
Protective Payee	EVT + 7 years		Waived		C
Case Management Files	EVT + 7 years		Waived		C
Payee Miscellaneous Documents	EVT + 3 months: EVT = Audited		Waived		C
Child-Placing Agency					
a. Register, identifying information about children accepted for service or placement	Permanent	HSS 54.05(2)(a)1	N/A		C
b. Individual Case Records for each child served & his / her family	EVT + 7 years: EVT = Case closed		Waived		C
c. Individual Foster Home Records for each foster home used by the agency, which includes signed applications & agreements	CR + 7 years		Waived		
d. Individual Records of Studied Adoptive Applicants	CR + 7 years		Waived		C

Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (§19.33 Wis. Stats.)	Notes
e. Licensing & Certification Records for In-Home & Family Day Care; adult family homes; foster homes; & group foster homes for children; application or other request forms; inspection & observation check lists; correspondence; other documentation relating to licensing or certification; approved license or certificate	EVT + 2 years: EVT = License or certificate is no longer active	DCS Memo 92-12	Waived		C
f. Licensing & Certification Records for above types of facilities where license or certificate was not approved	EVT + 1 year: EVT = Final action / Determination	DCS Memo 92-12	Waived		
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	Permanent	HSS 53.07(1)	N/A		C
Third-Party Recovery	CR + 7 years		Waived		
Medical Examiner					
Case Face Sheet Logs	Permanent		N/A		C
Case File Slides	CR + 75 years		Waived		C
Case File X-Rays	CR + 75 years		Waived		C
Case Files	CR + 75 years		Waived		C
Cremation Case Files	Permanent		N/A		C
Data Base Entry Form (Draft)	CR + 5 years		Waived		
Digital Case Photos	CR + 75 years		Waived		
Eyewash Inspection / Waste Container Logs	CR + 5 years		Waived		
Homicide or Suspicious Death Investigation Case Files	CR + 75 years		Notify		
Medication Disposal Logs	CR + 10 years		Waived		
Other investigation case files	EVT + 7 years: EVT = Litigation resolved or case closed		Waived		C
Outside Case Billing Log	CR + 10 years		Waived		
Report for Final Disposition (other	CR + 3 years		Waived		C

Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (§19.33 Wis. Stats.)	Notes
reportable)					
Sharp Container Log	CR + 5 years		Waived		
Park & Land Use					
Administration					
Annual Work Plans	CR + 5 years		Waived		
Citation & Park Patrol Records	CR + 2 years		Waived		
Construction Contracts	CR + 7 years		Waived		
County Forest Plan	CR + 15 years	§28.11 Wis. Stats	Notify		
Credit Card Receipts	CR + 1 year		Waived		
DNR Agreements	CR + 7 years		Waived		
Employee Emergency Informational Form	S		Waived		
Equipment & Vehicle Registration Reports	EVT: EVT = Equipment / Vehicle disposed of		Waived		
Expenditures, seasonal employees	CR + 3 years		Waived		
General Information	S		Waived		
Guidebooks & Trail Information	S		Waived		
Lawsuits	EVT + 1 year: EVT = Final Disposition		Waived		
Licensed Establishment Collection Reports	CR + 5 years		Waived		
Material Recycling Facility (MRF) Financial Records	CR + 3 years		Waived		
Plat Books	Permanent		N/A		
Radon Reimbursement Requests	CR + 7 years		Waived		
Records of Bounty Claims Forwarded to DNR	CR + 1 year	§59.52(4)(a)3. Wis. Stats.	Waived		
Status Reports, monthly	CR + 3 years		Waived		
Street Atlas	Permanent		N/A		
Study, departmental fee rates	CR + 3 years		Waived		
Timber Sale Contracts (bid openings, etc.)	CR + 7 years		Waived		
Wisconsin Conservation Corps Projects / Crew Information	CR + 3 years		Waived		
Environmental Health					

Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (§19.33 Wis. Stats.)	Notes
Animal Bite Files	CR + 10 years	WI Dept. of Agri.: AG 13	Waived		
Animal Bite Log	CR + 1 year		Waived		
Animal Complaint Log	CR + 7 years		Waived		
Block Grant	CR + 7 years		Waived		
Colilert Culture Quality Control	CR + 5 years		Waived		
Commercial Premise Files	Permanent		N/A		
Delinquent Septic Systems	S		Waived		
Environmental Department Audit	S		Waived		
Environmental Health Mileage Code Dailies	CR + 7 years		Waived		
Establishments Out of Business, Dept. of Agriculture	Permanent		N/A		
Fluoride Nitrate Test Results	CR + 5 years		Waived		
Food & Liquor License Establishments	CR + 7 years		Waived		
Food Borne Illness / Establishment Complaint Files	EVT + 7 years: EVT = Complaint Filed		Waived		
Food Sample Reimbursement Documentation	CR + 7 years		Waived		
Ground Water Monitoring Reports	CR + 20 years		Waived		
Hazardous Waste Department Investigations	CR + 3 years	W.A.C. NR 630.31 (1)(f)	Waived		
Holding Tank Files	CR + 3 years		Waived		
Holding Tank Maintenance Cards	CR + 2 years		Waived		
Hotel / Motel Inspections	CR + 3 years	HSS 192.01 & 192.08 (1)	Waived		
Hotel / Restaurant Licensed Establishments Log	Permanent		N/A		
Inspection's for Peddler's Permits	CR + 3 years	HSS 192.01 & 192.08 (1)	Waived		
Lab Water Testing Log	S		Waived		
Lead Inspections (Poisonous & Non-Poisonous)	Permanent		N/A		
Nitrate Analysis Reports (ISE)	Permanent		N/A		
Postage Tally	CR + 1 year		Waived		
Premise Files	Permanent		N/A		

Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (§19.33 Wis. Stats.)	Notes
Private Sewage System Inspection Reports	Permanent		N/A		
Property Site Inspections	CR + 10 years		Waived		
Public Camp Grounds	CR + 3 years	HSS 192.01 & 192.08 (1)	Waived		
Radon Grants	CR + 7 years		Waived		
Radon Lab Results	CR + 7 years		Waived		
Rainfall Data	S		Waived		
Recreational Educational Camps	CR + 3 years	HSS 192.01 & 192.08 (1)	Waived		
Reimbursement Reports	CR + 1 year		Waived		
Restaurant & Retail Consumer Complaints	CR + 10 years		Waived		
Restaurant Licensing & Inspection Files	CR + 10 years		Waived		
Restaurants, Out of Business	Permanent		N/A		
Retail Food Establishment Inspection Log	Permanent		N/A		
Retail Food Establishment Inspections	CR + 10 years		Waived		
School Inspection Files	CR + 10 years		Waived		
Septic Permits	Permanent		N/A		
Septic System Inspection Files	Permanent		N/A		
Sewage Complaints	Permanent		N/A		
Soil Test Reports	EVT: EVT = Land developed and permit issued		Waived		
Storage Tank Compliance & Maintenance Manual	S		Waived		
Storage Tank Installation & Removal	Permanent		N/A		
Storage Tank Registration & Permit Records	CR + 7 years		Waived		
Storage Tank Remediation Financial Records	CR + 7 years		Waived		
Storage Tank Remediation	Permanent		N/A		
Storage Tank Remediation & Site Assessment Negatives	Permanent		Waived		
Swimming Pool Inspections	CR + 3 years	HSS 192.01 & 192.08 (1)	Waived		

Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (§19.33 Wis. Stats.)	Notes
Swimming Pool Licensing Log	CR + 2 years		Waived		
Temperature Log, Refrigerator & Incubator	CR + 5 years		Waived		
Transportation Site Inspections	CR + 10 years		Waived		
Vending Machine Inspection Log	CR + 1 year		Waived		
Vending Machine Licensing	CR + 10 years		Waived		
Water Sampling Summary Reports	EVT + 5 years: EVT = Audit		Waived		
Well Inspection Lab Note Log	CR + 5 years		Waived		
Well Inspection Logs	Permanent		N/A		
Well Surveys	CR + 5 years		Waived		
Wisconsin Fund Grant Program Files	CR + 7 years		Waived		
Land Resources - Land Conservation					
Agriculture Compliance Inventory & Data Base	Permanent		N/A		
Agriculture Land Preservation Plan	S		Notify		
Cost Sharing Agreement Records	EVT + 3 years: EVT = Termination or Expiration of all contracts signed that year	NR 120ATCP 50	Waived		
County Mining and Yard Waste Contracts	Permanent		N/A		
Detailed Design Drawings (Land & Water Conservation Designs)	Permanent		N/A		
Drainage District Files	Permanent		N/A		
Erosion and Storm Water Permits	Permanent		N/A		
Farm Conservation Plans	Permanent	120-GM, 408-98, SCS/CRS(29)(31)(a)	N/A		
Interdepartmental Agreements	S		Waived		
Land and Water Resource Management Plan (LWRM)	Permanent		Notify		
Land Conservation Grants	CR + 7 years		Waived		
Non-Metallic Mining Permit Files	Permanent		N/A		
Wetland Maps	Permanent		N/A		
Land Information System					
Aerial Photographs	Permanent		N/A		

Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (§19.33 Wis. Stats.)	Notes
Assessors Plats	Permanent		N/A		
Award of Damage for Scenic Rights	EVT: EVT = Recorded		Waived		
Cadastral Maps	Permanent		N/A		
Certified Mileage Lists	S		Waived		
County Development Plan	S		Notify		
Grant Application	CR + 10 years		Waived		
Grant Contract Work Project Documentation	CR + 10 years		Waived		
Hauler Licenses / Applications	EVT + 2 years: EVT = Renewal		Waived		
Land Information Plan	Permanent		Notify		
Parcel Maps for Tax Records	CR +10 years		Waived		
Relocation of Orders / Maps	S		Waived		
Report of Functional Jurisdiction of Roads	EVT + 10 years: EVT = Next Report Received		Waived		
Town Plats	CR + 3 years		Waived		
Waste Management Plan	S		Waived		
Water Quality Approval Letters	Permanent		N/A		
Park System					
Automobile Accident Reports	CR + 7 years		Waived		
Culverts, Dams and Bridges	Until no longer operated and maintained	Ch.'s 30 & 31 Wis. Stats.	Waived		Includes permits, orders, maintenance, and inspection
Facility Reservations	EVT + 7 years: EVT = Last Reservation		Waived		
Grant, Funding	Life of Project		Waived		
History of - Photo albums, etc.	Permanent		Notify		
Incident Reports	CR + 7 years		Waived		
Injury Report Packets, employee	EVT + 7 years: EVT = Employee Terminated		Waived		
Injury Reports, non-Employee	CR + 7 years		Waived		
Land Acquisition, deeds, abstracts	Permanent		N/A		

Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (§19.33 Wis. Stats.)	Notes
Lifeguard Activity Log	CR + 2 years		Waived		
Log, Chemical Applications	CR + 7 years		Waived		
Log, Water Use	Life of Project		Waived		
Log, Well Data	Life of Project		Waived		
Master Park Plan (5 Year Plan)	S		Notify		
Park System Task Report	CR + 3 years		Waived		
Plans / Construction Documents / Specifications / Drawings	Life of Project		Waived		
Program Registrations	EVT + 7 years: EVT = Last Reservation		Waived		
Publicity Newsletter	Permanent		N/A		
Safety Inspection Report	CR + 7 years		Waived		
Site Plans	Life of Project		Waived		
Volunteer Information	CR + 3 years		Waived		
Planning and Zoning					
Amendments to the County Development Schedule	Permanent		N/A		
Atlas	S		Notify		
Board of Adjustment Case Files	Permanent		N/A		
Board of Adjustment Decisions & Supporting Documentation	Permanent		N/A		
Building Plans	Life of Project		Waived		
Conditional Use Files	Permanent		N/A		
Drainage District Records	Permanent		N/A		
Flood Hazard Inquiries, Determinations	Permanent		N/A		
Inspection Reports for Sanitary	Permanent		N/A		
Land Use Permits, easements	Permanent		N/A		
Log, board of adjustment cases	Permanent		N/A		
Log, violations	Permanent		N/A		
Permit Applications	Permanent		N/A		
Permit Records	Permanent		N/A		
Plan of Operations and Site Plans	Permanent		N/A		
Project, Redistricting, Reapportionment	EVT + 10 years: EVT = Next Report Received or Project Completed		Waived		

Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (§19.33 Wis. Stats.)	Notes
Receipt Books	CR + 7 years		Waived		
Rezoning Files, zoning amendments	Permanent		N/A		
Subdivision Records	Permanent		N/A		
Town Plan Commission Reviews, community assistance	Permanent		N/A		
Video Tapes	CR + 3 years		Waived		
Violation Complaint	Permanent		N/A		
Violation Files	Permanent		N/A		
Wetland & Flood Plain Preservation Maps	Permanent		N/A		
Zoning Applications, rejected and no activity	Permanent		N/A		
Zoning Committee Records	Permanent		N/A		
Zoning Map	Permanent		N/A		
Zoning Ordinances	Permanent		N/A		
Zoning Permits Issued	Permanent		N/A		
Recycling and Solid Waste					
Computer Recycling Reports	Permanent		N/A		
County Compost Facility Reports	Permanent		N/A		
County Landfill Agreements	S		Waived		
Feasibility Studies	Permanent		N/A		
Hazardous Waste Collection Grant Program Files	CR + 5 years		Waived		
Hazardous Waste Surveys	CR + 3 years	§ NR 544.07 Wis. Adm. Code	Waived		
Household Hazardous Waste (Clean Sweep)	Permanent	§ NR 187 Wis. Adm. Code	N/A		
Materials Recycling Facility Monthly Reports	EVT + 3 years: EVT = Superseded		Waived		
Recycling Grants	EVT + 7 years: EVT = Audited		Waived		
Recycling Newsletter	CR + 10 years		Waived		
Service Agreement (MRF)	EVT + 7 years: EVT = Termination		Waived		

Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (§19.33 Wis. Stats.)	Notes
Solid Waste Management Plan	Permanent		N/A		
Personnel					
Department Training Records	CR + 7 years		Waived		
Directives & Policies	EVT + 7 years: EVT = Superseded or Terminated		Waived		
EEO - 4 Reports	CR + 7 years		Waived		
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		Waived		
Performance Evaluations & Medical Records	CR + 6 years		Waived		
Union Contracts & Grievance, Mediation & Arbitration Records	Permanent		N/A		
Public Works					
Contracts					
Affidavit of organization & authority, successful bidders	EVT + 7 years: EVT = Project completion		Waived		
Affidavit of organization & authority, unsuccessful bidders	CR + 2 years		Waived		
Bid Tabulations	EVT + 7 years: EVT = Project completion		Waived		
Bidder's Proof of Responsibility, successful bidders	CR + 7 years		Waived		
Bidder's Proof of Responsibility, unsuccessful bidders	CR + 2 years		Waived		

Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (§19.33 Wis. Stats.)	Notes
Bids, successful	EVT + 7 years: EVT = Project completion		Waived		
Bids, unsuccessful	CR + 2 years		Waived		
Notice to Contractors, successful bidders	CR + 7 years		Waived		
Notice to Contractors, unsuccessful bidders	CR + 2 years		Waived		
Performance Bond	EVT + 7 years: EVT = Project completion		Waived		
Facilities Management					
Asbestos Files	Permanent	29 CFR 1910.20	N/A		
Cleaning Log	CR + 1 year		Waived		
Condemned Homes on County Property / Burning of	Permanent		N/A		
County Building Files	EVT + 3 years: EVT = Superseded		Waived		
Flood File (Administration Center)	Permanent		N/A		
Inspection Cleaning Evaluation Reports	CR + 2 years		Waived		
Inspection Reports (Elevator, etc.)	CR + 7 years		Waived		
Key Number Listing	Permanent		N/A		
Maintenance Job Order Data Sheet	CR + 1 year		Waived		
Maintenance Key Daily Sign Out Sheet	S		Waived		
Maps - Original Drawings	Permanent		N/A		
Natural Gas Usage Manual	S		Waived		
Parks, substations & highway building survey reports / yearly	CR + 10 years		Waived		
Payroll Time Cards (Maintenance)	CR + 7 years		Waived		
Project Files	Permanent		N/A		
Project Log	Permanent		N/A		
Record of Transmittal	CR + 3 years		Waived		
Utility Computer Printouts	S		Waived		
Register of Deeds					
Officially adopt the Register of Deeds' General Schedule (compiled by WHS and approved by WPRB), which is incorporated herein by reference as presently constituted or hereafter revised (see: Addendum E).					

Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (§19.33 Wis. Stats.)	Notes
Sheriff					
Process / Identification Bureau					
Attorney Letters	CR + 7 years		Waived		
Bureau of Identification Sheets	Permanent		N/A		
Civil Process Worksheet	CR + 1 year		Waived		
Correspondence Instructing Civil Process, service	CR + 7 years		Waived		
Daily Roster Assignments	CR + 1 year		Waived		
Death Investigation Negatives, Sensitive in Nature	Permanent		N/A		
Department Employee Photos	EVT + 7 years: EVT = Termination		Waived		
Evidence, Major Cases	EVT + 1 year: EVT = Final Appeal		Waived		Documentation, not actual physical evidence
Execution Log	CR + 7 years		Waived		
Executions	CR + 7 years		Waived		
Finger Print Cards	Permanent		N/A		
Foreclosure's, Sheriff's Sales	EVT + 7 years: EVT = Sale of Property		Waived		
Form 50's	CR + 7 years		Waived		
Injunctions	EVT: EVT = After Expiration		Waived		
Mug Shots	Permanent		N/A		
Process, deposit receipts	CR + 7 years		Waived		
Process, receipt print-outs	CR + 7 years		Waived		
Proof of Service	CR + 7 years		Waived		
Property Inventory Audit	EVT + 20 years: EVT = Disposition of property		Waived		
Restraining Orders	EVT: EVT = Closed		Waived		
Traffic Accident Photos	EVT + 6 years: EVT = Date of final Appeal		Waived		
Transport Records	CR + 7 years		Waived		
Jail Division					
Account work sheets	CR + 7 years		Waived		

Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (§19.33 Wis. Stats.)	Notes
Applicant Status Sheets (non-hire)	EVT + 1 year: EVT = Interview		Waived		
Block Check Sheets	CR + 8 years	§ 59.27(8) Wis. Stats.	Waived		
Bond Receipts	CR + 8 years	§ 59.27(8) Wis. Stats.	Waived		
Booking Sheets	Permanent		N/A		
Canteen sheets	CR + 7 years		Waived		
Cash Books	CR + 8 years		Waived		
Check Books	CR + 7 years		Waived		
Contract Employee Files	EVT + 5 years: EVT = Termination		Waived		
Critical Incidents	EVT + 8 years: EVT = Incident		Waived		
Daily Attendance Rosters	CR + 8 years		Waived		
Daily Bond	CR + 8 years	§ 59.27(8) Wis. Stats.	Waived		
Daily Work Shift Roster	CR + 8 years	§ 59.27(8) Wis. Stats.	Waived		
Dockets, daily jail records	CR + 8 years	§ 59.27(8) Wis. Stats.	Notify		
Exercise Logs	CR + 8 years	§ 59.27(8) Wis. Stats.	Waived		
Fire Equipment & Inspection Report	CR + 8 years		Waived		
Huber Block Check Sheets	CR + 8 years		Waived		
Huber Daily Inmate Roster	EVT + 8 years: EVT = Release of Inmate	§ DOC 348.09(1) Wis. Adm. Code	Waived		
Huber Inmate Incarceration Files	EVT + 8 years: EVT = Release of Inmate		Waived		
Huber Registration of Visitors	CR + 8 years	§ DOC 348.09(4) Wis. Adm. Code	Waived		
Huber Rules Forms	CR + 8 years	§ 59.27(8) Wis. Stats.	Waived		
Inmate Daily Activity Log Forms	CR + 8 years	§ 59.27(8) Wis. Stats.	Waived		

Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (§19.33 Wis. Stats.)	Notes
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	Waived		
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	Waived		C, PII
Jail billing	CR + 8 years	§ 59.27(8) Wis. Stats.	Waived		
Jail Inmate Register	S	§ DOC 350.11 Wis. Adm. Code	Waived		
Jail Kitchen Menu	CR + 1 Month		Waived		
Jailer logs	CR + 8 years	§ 59.27(8) Wis. Stats.	Waived		
Law Suits & Complaints	EVT + 5 years: EVT = Settlement or Closure		Waived		
Ledger Sheets	CR + 7 years		Waived		
Monthly Equipment Check	CR + 8 years		Waived		
Shift Logs	CR + 8 years		Waived		
Surveillance Recordings-Audio/Video	90 days	§893.80 Wis. Stats.	Waived		
Visitor Log	EVT + 8 years: EVT = Date of Visit	§ DOC 350.11 Wis. Adm. Code	Waived		
Volunteer Security	CR + 5 years		Waived		
Detective Division					
Arrest Records	CR + 8 years	§ 59.27(8) Wis. Stats.	Waived		
Citizen Complaints	Permanent		N/A		
Evidence Cards	CR + 10 years	§ 59.27(8) Wis. Stats.	Waived		
Field Interrogation Cards	EVT + 8 years: EVT = Close of Case		Waived		
Incident Records	CR + 10 years	§ 59.27(8) Wis. Stats.	Waived		

Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (§19.33 Wis. Stats.)	Notes
Internal Investigation Files	EVT + 1 year: EVT = Death of person unless there is open activity on the case		Waived		
Juvenile Cards	EVT + 1 year: EVT = Juvenile's 18th Birthday		Waived		
Ordinance Violation Citation	CR + 2 years		Waived		
Polygraph Examinations and Reports	Permanent		N/A		
Patrol Division					
False Alarm Card File	S		Waived		
False Alarm Door Opening Invoices	CR + 1 year		Waived		
Fleet Maintenance Records	Life of Vehicle		Waived		
Intern Records	CR + 5 years		Waived		
School Surveys	CR + 5 years		Waived		
Squad Car Video Recordings	CR + 121 Days	§893.80 Wis. Stats.	Waived		
Uniform Traffic Citations	EVT + 1 year: EVT = Closed, disposed, or canceled		Waived		
Wisconsin Accident Reports	CR + 8 years		Waived		
Work Schedules	CR + 7 years	§ 59.27(8) Wis. Stats.	Waived		
Dispatch Center					
Audio Tapes (e.g., 911)	CR + 121 days	§893.80 Wis. Stats.	Waived		If digital, must produce original
Incident Record	CR + 10 years		Waived		
Telecommunicator's Radio	CR + 120 days		Waived		
Records					
Accident Report	CR + 8 years		Waived		
Accident Reports, Non-Reportable	CR + 8 years		Waived		
Alcohol Assessments Education Referrals	CR + 5 years		Waived		
Blueprints, Justice Department	Permanent		N/A		
Citations	CR + 8 years		Waived		
Contract Municipality Logs	S		Waived		
Driver Condition Behavior Reports	CR + 2 years		Waived		

Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (§19.33 Wis. Stats.)	Notes
Ignition Interlock Device Installation & Removal Record	S		Waived		
Incident Reports	Permanent		N/A		
Laser Logs	EVT + 8 years: EVT = End of use		Waived		
Money Transfer Log, Front Desk	CR + 2 years		Waived		
Orders to Produce (Writs)	S		Waived		
Patrol Roster	CR + 2 years		Waived		
Radar Certification Logs	EVT + 8 years: EVT = End of use		Waived		
State Uniform Crime Report	CR + 5 years		Waived		
Warning Notices	EVT + 6 Months: EVT = After compliance		Waived		
Drug Unit					
Asset Forfeiture Log	Permanent		N/A		
Asset Forfeitures	EVT + 8 years: EVT = Given up for Auction		Waived		
Confidential Informant File	Permanent		N/A		
Confidential Informant Log	Permanent		N/A		
Evidence Destruction File	EVT + 8 years: EVT = Last date of Appeal		Waived		
Fleet Leased Contracts	EVT + 1 year: EVT = Contract termination		Waived		
Incident Report Log	EVT + 8 years: EVT = Date of Last Incident		Waived		
Incident Reports	Permanent		N/A		
Intelligence Request Log	CR + 15 years		Waived		
Known Offender File (KOF) Lawsuits	EVT + 7 years: EVT = Date of last appeal		Waived		
Officer's Daily Reports	CR + 7 years		Waived		
Petty Cash Vouchers	EVT + 7 years: EVT = Audited		Waived		

Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (§19.33 Wis. Stats.)	Notes
Search Warrants	EVT + 1 year: EVT = Search Completed		Waived		
Warrant, Sex offence & Drug Activity Log Book	Permanent		N/A		
Court Services / Warrants					
Bailiff Time and Activity Report	CR +3 years		Waived		
Court Security Reports	CR +3 years		Waived		
Daily Employee Witness Court Record	S		Waived		
Stun Belt in Custody Notification & Maintenance Log	EVT + 8 years: EVT = Date of Final Appeal		Waived		
Warrant Cards	EVT + 1 year: EVT = Warrant Cancellation		Waived		
Warrant, cancellation sheet from court	EVT + 7 years: EVT = Warrant Cancellation		Waived		
Warrant, ledgers	EVT + 7 years: EVT = Warrant Cancellation		Waived		
Warrant, problems and complaints	CR + 7 years		Waived		
Warrants	EVT: EVT = Until Satisfied		Waived		
Warrants, cancelled - gold sheet	EVT + 1 Month: EVT = Cancellation or Served		Waived		
Warrants, cancelled extradition	EVT + 3 years: EVT = Warrant Cancellation		Waived		
Administration					
Accidents, squad	EVT + 8 years: EVT = Closed		Waived		
Contract Logs	CR + 1 year		Waived		
Conveyance Cards	EVT + 3 years		Waived		
Daily Roll Call Rosters	CR + 8 years		Waived		
Department General Orders	Permanent		N/A		
Emergency Personnel Employee Records	S		Waived		
False Alarm Fee Documentation, uncollectible	CR + 3 years		Waived		

Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (§19.33 Wis. Stats.)	Notes
Grant Reports and Documentation	EVT + 3 years: EVT = Last Payment Received		Waived		
Overtime Cards	CR + 7 years		Waived		
Psychological Evaluations (Employee)	EVT + 15 years: EVT = Termination		Waived		
Warrants, teletypes / municipalities	EVT: EVT = Warrant Cancellation		Waived		
Surveyor					
Annexation / Detachment Plats	S	§§ 66.0217, .0219, .0221, .0223 Wis. Stats.	N/A		
Assessor's Plat	S	§ 70.27 Wis. Stats.	N/A		
Bulkhead Line Maps	S	§30.11(3) Wis. Stats.	N/A		
Cemetery Plat Court Orders	S	§ 157.07 Wis. Stats.	N/A		
Cemetery Plats	S	§ 157.07 Wis. Stats.	N/A		
Certified Survey Maps	S	Ch. 236 Wis. Stats.	N/A		
Condominium Instruments	S	Ch. 703. Wis. Stats.	N/A		
Correction Instruments	S	§ 236.295 Wis. Stats.	N/A		
County Highway Widening Plan	S	Ch. 83 Wis. Stats.	N/A		
Official Map Certification	S	§ 62.23(6)(b) Wis. Stats.	N/A		
PLSS Monument Records	S	Ch. A-E 7 Wis. Adm. Code	N/A		
Property Survey Maps	S	Ch. A-E 7 Wis. Adm. Code	N/A		
Section Corner Monument Location Documentation	Permanent	§§ 59.45, 59.74, & 59.75 Wis. Stats.	N/A		
Subdivision Plat Court Orders	S	Ch. 236 Wis. Stats.	N/A		
Subdivision Plats	S	Ch. 236 Wis. Stats.	N/A		
Subdivision Replats	S	Ch. 236 Wis. Stats.	N/A		

Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (§19.33 Wis. Stats.)	Notes
Town Monument Certification	S	§§ 59.45 & 60.84 Wis. Stats.	N/A		
U.S. Geological Survey Maps	S		Waived		
University Extension					
4-H, Award/Convention Materials	CR + 50 years		Waived		
4-H, Enrollments	CR + 25 years		Waived		
4-H, Health Records - Summer Camp	EVT + 3 years: Child turns 21 years of age		Waived		
Farmland Preservation Certifications	CR + 7 years		Waived		
Garden Plot Rentals	CR + 3 years		Waived		
Homemaker Program, Agencies / Groups	CR + 7 years		Notify		
Homemaker Program, Participants	CR + 7 years		Waived		
Monthly Reports, UPS, Copies, Postage	CR + 1 year		Waived		
News Releases	CR + 2 years		Waived		
Newsletters, Originals	CR + 25 years		Waived		
Premium Books, County Fair	CR + 1 year		Notify		
Program / Teaching Curriculum	S		Notify		
Project Files	S		Waived		
Shipping Books, UPS	CR + 1 year		Waived		
Soil Sample Reports	CR + 2 years		Waived		
Soil Test Receipts, Invoices	CR + 3 years		Waived		
Volunteer Certification, VOLT, Program (Volunteer Orientation Leadership Training)	Permanent		Waived		
Veterans Service					
Cemetery List	S		Waived		
Commemorative Event Information	CR + 10 years		Waived		
Grave Registration Files	Permanent		Notify		
Mailing Log, Daily In/Out	CR + 1 year		Waived		
Military Separation Records of Veteran's	Permanent		N/A		
Monthly Forms Tally Sheet	CR + 2 years		Waived		

Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (§19.33 Wis. Stats.)	Notes
Newsletter	CR + 6 years		Send a copy to Librarian: WI Veterans Museum, 30 W. Mifflin St., Madison, WI 53703		
News Releases	CR + 6 years		Waived		
Office Critiques	CR + 2 years		Waived		
Regulations	S		Waived		
Veteran's Benefit Case Files	EVT + 2 years: EVT = Death		Waived		C
Veterans' Information Management System (VIMS) Backup Disks	S		Waived		
Veterans' Personnel Cards	Permanent		N/A		
Veterans' Personnel Records	Permanent		N/A		
Veterans' Personnel Records, Agent Orange	Permanent		N/A		
Veterans' Personnel Records, Desert Storm	Permanent		N/A		
Veterans' Relief Records	CR + 10 years		Waived		
Wisconsin Department of Veterans' Affairs Bulletins	Permanent		N/A		

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Attachment B

Clark County Record Retention Schedule – County Clerk

Records Series	Retention	Authority	Notification
<i>Administration</i>			
Aid to immigration societies	CR + 7 years	s. 59.53 (17)	Notify
Apportionment maps	Until next apportionment	s. 59.03	Waived
Audit reports	CR + 7 years	n/a	Notify
Bank statements	CR + 7 years	s. 59.61 (3)	Waived
Bounty claims forwarded to DNR	CR + 1 year	s. 59.52 (4)	Waived
Claims paid by county and supporting papers	CR + 7 years or until audited: whichever is earlier	s. 59.52 (4)	Waived
Consolidation of counties: order for referendum or special election regarding	CR + 7 years	s. 59.08 (7)	Waived
County contribution to the mosquito control district	CR + 7 years	s. 59.701(15)	Waived
County officers: appointment of	CR + 7 years	s. 59.25 (2), 59.23 (1), 17.21 (6)	Waived
County orders uncalled for by the payee; list of	CR + 7 years	s. 59.64 (4)	Waived
County zoning ordinance: petition for amendment of	CR + 7 years	s. 59.69 (5)	Waived
Court commissioner: statement of all actions or proceedings	CR + 7 years	s. 59.61 (3), 59.61 (1)	Waived
Court costs and fees	CR + 7 years	s. 814.22 (2)	Waived
Crop reports by local assessors	CR + 3 years	s. 59.52 (4)	Notify
Detachment of farm land from cities, entry of judgment	CR + 7 years	s. 62.075 (5)	Waived
Equalization board proceedings or board of review	CR + 7 years	n/a	Notify
Farmland preservation agreements: application	CR + 7 years	s. 91.13 (1)	Waived
Forest products: notice of cutting forest products	CR + 7 years	s. 26.03 (1)(a)	Waived
Forfeiture: statements regarding the collection of and the payment to county treasurer	CR + 7 years	s. 778.15	Waived
Legislative documents, copies of	Retain until superseded by published statutes	s. 35.85 (11)	Waived
Metropolitan Transit Authority annual report	CR + 7 years	s. 66.94 (40)	Waived
Oaths of office: county officers	CR + 7 years	s. 59.23 (2), 59.52 (4)	Waived
Officers: town, city and village certified to county clerk	After date of expiration of term listed	s. 59.52 (4)	Notify
Official bonds: county officers	CR + 6 years	s. 59.17 (14)(b), 59.52 (4)	Waived
Payment vouchers and disbursement made by county treasury	CR + 7 years or until audited, whichever is earlier	s. 59.69 (4)	Waived
Publications fees	CR + 7 years	s. 985.065 (2)(d)	Waived
Removals from office; testimony and proceedings	CR + 7 years	s. 17.16 (8)(c)	Notify

Records Series	Retention	Authority	Notification
Resignation of public officers	CR + 7 years	s. 17.01 (5), 17.01 (7)	Waived
Resolutions: agricultural use zoning ordinance	CR + 7 years	s. 91.73 (3)	Waived
School tuition claims for nonresidents	CR + 7 years	s. 121.77 (2)(a)	Waived
Town: order establishing a new town	CR + 7 years	s. 59.23 (k)	Notify
Town: record of any alteration of boundaries or organization of town	CR + 7 years	s. 59.23 (k)	Notify
Writs of certiorari	CR + 7 years	s. 753.04	Waived
<i>County Board</i>			
County board committee proceedings	CR + 7 years	n/a	Notify
County board meeting notices	CR + 7 years	s. 59.11	Waived
County board ordinances	CR + 7 years	n/a	Notify
County board proceedings: original papers, resolutions and reports concerning	6 years after date of publication	s. 59.717 (1)	Notify
County board resolutions	CR + 7 years	s. 59.02 (1)	Notify
Statistical report of county clerk to county board	CR + 2 years	n/a	Notify
<i>Elections</i>			
Absentee certificate-affidavit envelopes	90 days after date of local election and 22 months after Federal election	s. 7.23	Waived
All other election materials and supplies	90 days after date of local election and 22 months after Federal election	s. 7.23 (1)(k)	Waived
Ballots, Federal	22 months after election	s. 7.23 (1)(f)	Waived
Ballots, non-Federal	30 days after election	s. 7.23 (1)(h)	Waived
Cancelled voter registration cards	4 years after cancellation	s. 7.23 (1)(c)	Waived
Certificate of election	CR + 7 years	s. 7.60 (6)	Waived
Certified lists of all candidates on file	90 days after date of local election and 22 months after Federal election	s. 7.08 (2)(a)	Waived
Detachable recording units	14 days for primary and 21 days after any other election-clear or erase after transfer to a disk or other recording medium	s. 7.23 (1)(g)	Waived
Disk or tape of election data	90 days after date of local election and 22 months after Federal election	s. 7.23 (1)(g)	Waived
Election notices (types A-E and special elections), proofs of publication and correspondence	1 year after date of local election and 22 months after Federal election, unless contested, then by court order	s. 7.23 (1)(j)	Waived
Election returns including inspector's statements, tally sheets, lists and envelopes	90 days after day of local election and 22 months after Federal election	s. 7.23 (1), 7.51 (5)	Waived
Election supplies	90 days after date of local election and 22 months after Federal election	s. 7.10 (1)(a)	Waived

Records Series	Retention	Authority	Notification
Electronic ballot tallies	90 days after day of local election and 22 months after Federal election	s. 7.23 (1)(g)	Waived
Federal elections records other than registration cards	22 months after day of election	s. 7.23 (1)(f)	Waived
Financial registration statements	6 years after date of termination of registrant	s. 7.23 (1)(d)	Waived
Financial campaign reports	6 years after date of receipt	s. 7.23 (1)(d)	Waived
Nomination papers for political party committee man or woman	90 days after date of election	s. 7.23 (k)	Waived
Nomination papers--County offices, 1940 and after	90 days after election	s. 7.23 (k)	Waived
Nomination papers--County offices, before 1940	n/a	n/a	Notify
Official canvasses including statements and determinations for local elections	10 years after date of election	s. 7.23 (1)(i)	Waived
Official canvasses: votes cast for state and national offices	10 years after date of election	s. 7.23 (1)(i)	Waived
Recount fee record	CR + 7 years	s. 9.01 (1)(ag) 4	Waived
Registration and poll lists; non-partisan elections, 1940 and after	2 years after election	s. 7.23 (1)(f)	Waived
Registration and poll lists; non-partisan elections, before 1940	n/a	n/a	Notify
Registration and poll lists; partisan elections, 1940 and after	4 years after election	s. 7.23 (1)(f)	Waived
Registration and poll lists; partisan elections, before 1940	n/a	n/a	Notify
Registration and voting statistics	90 days after date of local election and 22 months after Federal election	s. 6.275 (1)	Notify
Sample ballots	22 months after federal election and 30 days after non-federal election	s. 5.66 (2)	Waived
<i>Licenses</i>			
Automobile registration lists	CR + 7 years	s. 341.17 (4)(a)	Waived
Dog license fee records, reports	3 years provided the records have been audited	s. 174.08	Waived
Dog licenses and tags: related records	CR + 2 years	s. 174.07	Waived
Dog licenses: town and municipal treasurers' records of licenses sold and issued	CR + 3 years	s. 59.52 (4)	Waived
Dogs: list of, kept in assessment district	CR + 2 years	s. 174.06 (7)	Waived
Hunting, trapping, fishing licenses and other approvals	CR + 3 years	s. 29.09, 29.09 (6)	Waived
License fee records: hunting, trapping, fishing	3 years provided the records have been audited	s. 29.09 (7)(a)	Waived
Livestock: claims for damage by dogs	CR + 7 years	s. 174.11 (1)	Waived
Marriage license applications and supporting papers	CR + 10 years	s. 59.52 (4)	Waived
Marriage license docket	CR+ 7 years	s. 765.20	Waived
Marriage license receipts and records	CR + 7 years	s. 59.07 (90) (Milw. Co. only), s. 765.15	Waived
Marriage of underage persons, consent of guardian	CR + 7 years	s. 765.02 (2)	Waived
Notice of stray animals	CR + 2 years	s. 170.02	Waived
Vehicles: applications for registration of	CR + 7 years	s. 341.08 (5)	Waived
<i>Public Lands and Roads</i>			

Records Series	Retention	Authority	Notification
Airport land: acquisition of, order and maps	CR + 7 years	s. 114.33 (6)	Notify
Award of compensation pursuant to relocation orders	CR + 7 years	s. 32.05 (7)(a)	Waived
Condemnation proceedings: assessments of benefits and damages made in	CR + 7 years	s. 27.065 (2)(b)	Waived
Condemnation proceedings: publication of final determination as a class 2 notice	CR + 7 years	s. 27.065 (6)(j)	Waived
County forest lands: easements; entry and withdrawal	CR + 7 years	s. 28.11 (4)(f), 28.11 (4)(d)	Waived
County forest road aids; maps	CR + 7 years	s. 86.315 (4)(a)	Waived
County highways; acquisition of land, order and map; construction, statements and payroll	CR + 7 years	s. 83.08 (1), 83.04 (4)	Waived
County highways; finding, determination, and declaration regarding controlled access	CR + 7 years	s. 83.027 (1)	Waived
County improvement notice	CR + 7 years	s. 27.065 (9)(a)	Waived
County park commissioners: appointment of	CR + 7 years	s. 27.02 (1)	Waived
County parks and parkways: final determination of damages and benefits; notice of appeal, liens against property, plans and specifications of contractors, special assessments	CR + 7 years	s. 27.065, (5)(6)(8)(9)(10)	Waived
District protection and rehabilitations, special assessments and changes	CR + 7 years	s. 33.32 (1)(c)	Waived
Drainage district: transfer to other jurisdiction, petition and resolution	CR + 7 years	s. 88.83 (4)	Waived
Flood works: petition for reports; notice of hearing	CR + 7 years	s. 87.04 (1), 87.07 (1)	Waived
Highway and road records, miscellaneous, before 1930	n/a	n/a	Notify
Highway jurisdiction maps	CR + 7 years	s. 86.302 (1)	Waived
Leasing of land under the U.S. flood control act of 1954	CR + 7 years	s. 24.39 (3)	Waived
Municipal power and water districts: resolutions of organization, public service commission reports, petitions, referendum results	CR + 7 years	s. 198.03, 198.04, 198.06	Waived
Notices to town assessors regarding lands sold and owned by county: copies	CR + 3 years	s. 59.52 (4)	Waived
Petitions and objections regarding establishment of public land, inland lake protection and rehabilitation district	CR + 7 years	s. 33.26 (1), 33.25 (1)	Waived
Protest of proposed zoning amendment in airport affected area	CR + 7 years	s. 59.69 (5)	Waived
Relocation orders	Retain latest revision for each project	s. 32.05 (1)(a)	Waived
Resolution redefining metro sewage district boundary	CR + 7 years	s. 66.888 (1)(d)	Waived
State trunk highways, county maps	CR + 7 years	s. 84.02 (12)	Notify
Streets and parkways: adoption of grades and alterations	CR + 7 years	s. 27.065 (3)	Waived
Town highways, petitions for immediate repair to culvert or bridge	CR + 7 years	s. 81.38 (3)	Waived
Town highways: appropriations; appeals to county board	CR + 7 years	s. 81.38 (1), 88.83 (4)	Waived

Records Series	Retention	Authority	Notification
Zoning ordinance: adoption of	CR + 7 years	s. 59.61 (5)	Waived
<i>Social Services</i>			
Aid: administration of and record of disbursements	CR + 7 years	s. 45.14 (2)	Waived
Aid: application for, hearing and review	CR + 7 years	s. 49.50 (8)(b) 1, 49.50 (9)(a)	Waived
Annual report: department of social services	CR + 7 years	s. 46.18 (10)	Waived
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)	Waived
Audits of claim against county	CR + 7 years	s. 46.18	Waived
Bonds furnished by conservator of county hospital patient or county home resident or guardian for mentally ill patient	CR + 7 years	s. 880.295 (1)	Waived
Cemetery care funds	CR + 7 years	s. 157.11 (9g)(a) 2.	Waived
Clerk of Court for juvenile matters: appointment of	CR + 7 years	s. 48.04 (1)	Waived
Power of attorney for health care instrument	CR + 7 years	s. 155.30 (3)	Waived
Soldiers graves: record for the care of	CR + 7 years	s. 45.185 (2)	Waived
Veterans burials and record of financial assistance	CR + 7 years	s. 45.17	Waived
Veterans service commission: individual members' surety bond	CR + 7 years	s. 45.12 (2)	Waived
Wills, living	CR + 7 years	s. 154.03 (2)	Waived
<i>Taxes</i>			
Apportionment of county taxes: record of	CR + 7 years	s. 70.63 (1)	Waived
Court certificates drawn on county treasurer	CR + 7 years	s. 66.081	Waived
Illegal tax certificates charged back to local tax districts	3 years after charging back	s. 59.52 (4)	Waived
Local assessors: reports detailing the work of	CR + 7 years	s. 73.06 (5)	Waived
Notice of application for tax deed: affidavits related to	CR + 7 years	s. 75.12 (3)	Waived
Notices of application for taking of tax deeds and certification of non-occupancy, proofs of service and tax certificates filed	CR + 15 years	s. 59.52 (4)	Waived
Receipts from every county officer, employee, board, commission or other body collecting or receiving money on behalf of the county	CR + 7 years or until audited, whichever is earlier	s. 59.61 (1)	Waived
Receipts issued by treasurer: copies	CR + 4 years or until audited, whichever is earlier	s. 59.25 (3), 59.52 (4)	Waived
Service of notice on owner of record of original title	CR + 7 years	s. 75.28 (2)	Waived
Tax Appeals Commission: appeals to	CR + 7 years	s. 70.64 (6)	Waived
Tax Appeals Commission: notice of hearing	CR + 7 years	s. 70.64 (4)	Waived
Tax apportionment notices sent to local taxing districts: copies	CR + 3 years	s. 59.52 (4)	Waived
Tax apportionment: notices from Secretary of State	CR + 3 years	s. 59.52 (4)	Waived
Tax deeds	CR + 7 years	s. 75.16	N/A
Tax deeds: cancellation of	CR + 7 years	s. 75.23	Waived
Tax receipts	CR + 15 years	s. 59.52 (4)	Waived
Taxes levied on taxable property: statement of	CR + 7 years	s. 69.62	Waived
Woodland tax law: copy of DNR action - request to place under law	CR + 7 years	s. 77.16 (9)	Waived

Records Series	Retention	Authority	Notification
<i>General</i>			
Any record subject to litigation, claim, audit or other action	until permission to destroy obtained from corporation counsel	n/a	Waived
Cancelled checks	CR + 7 years	s. 59.52 (4)	Waived
Correspondence	CR + 3 years	n/a	Waived
Financial records	n/a	n/a	Notify

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Attachment C

Clark County Record Retention Schedule – County Treasurer

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

Records Series	Retention	Authority	Notification
Tax sales records, including sale of tax deeded lands	CR + 7 years	s. 75.35	Notify for records prior to 1940. Waived for 1940 records and after.
Wires, bank	7 years	-	Waived

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Attachment D

Clark County Record Retention Schedule – Register of Deeds

Record Series	Retention & Authority	Notification
Annexation of territory by a city or village: related records	s. 66.021 (8)(a)(e), 66.023 (10)	N/A
Annulment, divorce or legal separation judgement which affects title to real estate or liability for payment of support or maintenance	s. 767.255, 767.40 (2)	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	s. 786.25 (3)	N/A
Armed forces: registration of all county persons who died in the services of the U.S. armed forces	s. 45.35 (a)	N/A
Articles of incorporation and amendments for mutual associations	s. 215.71 (3)	N/A
Articles of incorporation for capital stock associations and amendments	s. 215.61 (3)	N/A
Articles of incorporation for banking corporation and amendments	s. 221.03 (3)	N/A
Articles of incorporation; charter or patent of incorporation; certificate of organization or association of any corporation or joint stock company; articles of association or organization of any corporation; certificate or resolution for the purpose of amendment; every amendment in any form of the charter, patent, certificate or articles of association or organization or of the name, corporate powers or purposes of any corporation	s. 891.20	N/A
Assessors' plats and amendments	s. 70.27 (2)(8)	N/A
Authorization to execute conveyances on behalf of a private corporation	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	s. 30.11 (3)	N/A
Business partnership agreements, amendments, articles of dissolution	s. 178.39	N/A
Cemetery association (non-profit) certification resolutions and copy of proceedings	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	s. 157.07 (1), 157.07 (5), 157.70 (2)(i)	N/A
Census schedules	None	N/A
Certificate of authorization to exercise fiduciary powers	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.	s. 215.58 (3)	N/A
Certificate reorganizing a mutual association as a mutual savings and loan holding company	s. 215.59 (1)(g)	N/A
Certificates of conversion from a mutual savings bank to a stock savings bank	s. 214.685 (5)	N/A
Certified survey map and corrections of	s. 236.34 (1), 236.295 (1)	N/A
Chattel mortgages	None	N/A
City condemnation and acquisition of property by cities, including report and plan of improvement, common council resolutions related to property	s. 32.55 (3), 32.56 (2), 32.57 (7)(b)	N/A
City: certificate showing that a city has established an official map	s. 62.23 (6)(b)	N/A

Record Series	Retention & Authority	Notification
Condominium instruments: declaration, plats, and plans of a condominium and attached exhibits or schedules	s. 703.07 (1)	N/A
Contracts: credit sale of alcoholic dispensing equipment, share croppers	s. 125 (33)(2)(e), 241.03 (1)	N/A
Conveyance and instrument affecting title to land in this state and index	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	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	s. 134.17 (1)	N/A
Corporations (miscellaneous non-profit): fraternal societies, VFW posts and affiliates	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	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	s. 187.01 (2), 187.14 (4)(c), 187.16 (1)187.16 (1), 187.19 (10)	N/A
Corporations: resolution dissolving domestic corporation	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	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	s. 59.43 (12m)(c)	N/A
Declaration of trust for domestic and alien corporations and amendments	s. 226.14 (1)	N/A
Deed: certificate of cancelled deed	s. 75.23	N/A
Descent of property, judgement to determine	s. 867.05 (4)	N/A
Discharge certificate from U.S. armed forces	s. 45.21	N/A
Drainage district, orders of organization, assessment for costs on drainage lands, order laying out drain	s. 88.34 (9), 88.40, 88.94 (5)	N/A
Estate transfer by will, intestacy or appointment, disclaimer of	s. 853.40 (5)(e)	N/A
Estates: Order settling small estates including those subject to claims of creditors	s. 867.01 (3)(h), 867.02 (2)(h)	N/A
Estates: statement terminating joint tenancy of life estate	s. 867.04, 865.20 (2)	N/A
Execution and sale of real estate, certificate of	s. 815.38 (1), 59.43 (11)	N/A
Exploration mining lease; and cancellation of	s. 107.20 (1), 107.25 (2)	N/A
Farmland preservation agreement and relinquishment	s. 91.13 (9), 91.19(5)	N/A
Farms or country estates, registration of names	s. 59.76(1)	N/A
Federal tax liens and certificates and notices affecting the liens and indexes	s. 779.97 (2)(b)	N/A
Forest croplands, order of entry, transfer, withdrawal	s. 77.02 (3), 77.10 (2)(a) 2	N/A
Forest land (managed): Orders regarding	s. 77.82 (8), 77.91 (5)	N/A
Forest lands (county): order of entry, withdrawals	s. 28.11(4)(d)(11)(a)	N/A
Grantor/grantee index -- index to real property records	s. 59.43(9)	N/A

Record Series	Retention & Authority	Notification
Highway (controlled access): finding, determination and declaration designating a highway or controlled-access highway; notice of any vacation of a controlled-access highway	s. 53.027 (1), 84.25, 83.027 (13), 84.25 (13)	N/A
Highway assessments and apportionment on lands for county parks and parkways	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.	s. 80.64, 84.295 (10)(a)	N/A
Highway register: county	s. 83.01 (7)(g)	N/A
Ice age trail areas: articles of dedication, amendments, revisions, withdrawal of articles	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	s. 228.05	N/A
Index of records or files kept in the register's office	s. 59.43(10)	N/A
Industrial development agencies: articles of incorporation	s. 59.57(2)(e)(2)	N/A
Inland lake protection and rehabilitation district, document authorizing creation of	s. 33.265	N/A
Interest in property, statement or certificate confirming	s. 865.201 (2), 867.046 (1)(m)	N/A
Judgment of declaration of interests in real property	s. 841.10 (1)	N/A
Land patents, U.S.	None	N/A
Levy or writ of execution on real property	s. 815.195	N/A
Lien for threshing, husking, baling	s. 779.50 (3)	N/A
Lien judgement	s. 75.521 (14)	N/A
Lien or mortgage, discharge order	s. 847.09	N/A
Lien: certificate of redemption of judgment lien on loan	s. 851.64	N/A
Liquidated insurer, documents relating to property of	s. 645.46 (17)	N/A
Lis pendens	s. 840.10 (1), 59.43(11)	N/A
Marital property agreements and related statements	s. 766	N/A
Metro sewage district boundary: resolution to redefine	s. 66.888 (1)(c)4b, 66.888 (1)(d)3	N/A
Mineral interests: statement of claim	s. 706.057 (4)	N/A
Mineral rights register consisting of conveyances of mineral interests	s. 706.055	N/A
Monuments: survey conducted to erect monuments	s. 60.84 (4)	N/A
Mortgage liens upon public utilities and satisfaction of mortgage lien	s. 66.066 (2)(b)	N/A
Mortgage: certificate of discharge after foreclosure	s. 846.13	N/A
[Mortgage] title: evidence of right of creditor to acquire	s. 815.53 (4)	N/A
Name change: certified copy of order and indexes	s. 786.36	N/A
Natural areas heritage program: articles of dedication, amendments, withdrawals	s. 23.29(16)(18)(f), 23.29 (20)(e)	N/A
Oaths of office	s. 19.01 (4) (d)	N/A
Plat maps and corrections of	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	s. 236.26	N/A
Plat maps: resolution of municipality to waive its right to approve plats and resolution to rescind waiver	s. 236.10 (5)	N/A

Record Series	Retention & Authority	Notification
Power of attorney	s. 813.23 (1)(b)	N/A
Probate judgment assigning an interest in real property upon closure of estate	s. 863.29 (1)	N/A
Proof of age (duplicate or certified copy)	s. 889.28	N/A
Public land: notice of pending application to lay out, widen, or vacate a public place	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.	s. 59.71	N/A
Public lands: annulment of certificates and patents	s. 24.35	N/A
Rail property: release of first right to acquire by DOT	s. 85.09 (5) (b)	N/A
Railroads: map showing proposed route	s. 190.10 (1)	N/A
Railroads: surveyed map and certificate of the alteration or change of routes	s. 191.20	N/A
Real estate liens: payment affidavit for prior liens	s. 779.98 (3)	N/A
Real estate owners subject to building codes	s. 62.17 (1)	N/A
Real estate transfers	s. 77.29	N/A
Real estate: order confirming the sale of real estate of wards or incompetents	s. 786.07	N/A
Real property: affidavit of publication of a sale	s. 985.12 (3)	N/A
Release of power of appointment over legal or equitable interests in real or personal property	s. 702.09 (3)(d)	N/A
Rental units: certificates, waivers, stipulations relating to	s. 101.122 (6)	N/A
Retrocession of jurisdiction, documents concerning	s. 1.031	N/A
Savings bank: articles of incorporation of a savings bank and amendments	s. 214.25 (5)	N/A
School district: resolution by two or more school districts to establish an alternative method of governing assets and liabilities	s. 66.03 (2c)(b)	N/A
Security interest in personal property or goods or in crops growing or to be grown: financing statement or other document evidencing the creation of the security interest	s. 409.401 (1)(a), 409.402 (1)(b), 409.402 (9), 59.43 (1)(n)	N/A
Security interest upon certificate of title of motor vehicles and boats, memoranda regarding	s. 30.572 (4)(5), 342.20 (3)	N/A
Security interests: financing statements, amendments, termination statements, continuation statements, statements of assignment and statements of release	s. 409.404 (1)(a), 409.405 (2), 409.410 (1)	N/A
Sewer and transportation facilities, record of damage awards by condemnor	s. 32.05(7)(c)	N/A
Share croppers' contracts	s. 241.03 (1)	N/A
Solar access rights: notice granting permit, notice terminating rights, waiver of rights by permit holder	s. 66.032 (6)(b), 66.032 (9)(c), 66.032 (10)	N/A
Solid waste disposal facility or a hazardous waste facility: notation of the existence of	s. 144.44 (4)(b), 59.43(1)(q)	N/A
Surety company bond	s. 344.36 (2)	N/A
Surplus state-owned real property, agreement of transfer	s. 16.375 (4)	N/A
Surveyor's records, field notes		N/A
Time-share instrument and amendments; termination agreement	s. 707.21 (3), 707.24 (2)(b)	N/A
Town boundary or name change: order or ordinance	s. 59.17 (12); 59.23(2)(k)	N/A
Town mutual corporate documents	s. 612.81 , 59.43(12)(b)	N/A

Record Series	Retention & Authority	Notification
Town sanitary districts: order of establishment referendum and resolutions to consolidate districts	s. 60.71 (7), 60.785 (2)(a)	N/A
Towns: record of non-compliance with zoning ordinance	s. 60.61 (5)b	N/A
Tract index	s. 59.43(12m)(a)	N/A
Trademarks, labels, badges, statement or description of	s. 132.04	N/A
Trusts: disclaimer of real property or an interest in real property	s. 701.27 (5)(e)	N/A
Trusts: letters of trust for a foreign trustee [named in a will]	s. 701.16 (1)(d)	N/A
Village: petition for dissolution of a village and election results on question of	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	s. 891.10	N/A
Vital records: certificate of birth, death, divorce or annulment, marriage documents & related data plus indexes	s. 69.01(15)(a), 59.43(1)(h)	N/A
Woodland tax lands: entry, declassification of; tax law classification	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	s. 59.43(11), 811.11, 811.17, 811.22	N/A
Accounts payable	CR +7 years	Waived
Accounts receivable	CR + 7 years	Waived
Accounts receivable, paid	CR + 2 years	Waived
Airport protection plans, specifications, and amendments	CR + 7 years s. 114.135	Waived
Any records subject to litigation, claim, audit or other action	Until permission to destroy obtained from Corporation Counsel	Waived
Applications for certified copies	CR + 2 years	Waived
As-built tracings	Life of project	Waived
Bills of sale	CR + 6 years	Waived
Blueprints	Until superseded by as-built tracings	Notify
Breeding service: claim and payment for	CR + 7 years s. 779.49 (1)	Waived
Cancelled checks	CR + 7 years s. 59.54(16)	Waived
Cash register tapes	CR + 2 years	Waived
Certificates of old age assistance and indexes	CR +7 years	Notify
City record of officers and employees' surety bonds	CR + 7 years s. 66.145	Waived
City/Village: Reorganization of city as village, election returns on question of	CR + 7 years s. 66.019 (6)	Waived
City/village: lease of space by	CR + 7 years s. 66.048 (3)(c)	Waived
Correspondence	CR + 3 years	Waived
Equipment & furnishings inventories	Until superseded	Waived

Record Series	Retention & Authority	Notification
General information	CR + 7 years	Notify
Guardian, petition for appointment of	CR + 7 years s. 880.215	Waived
Indigent defendants: certificate of legal fees paid by county or state	CR + 7 years s. 757.66	Waived
Insurance policies, claims made	7 years after expiration s. 59.52(10)	Waived
Insurance policies, occupance	CR + 7 years s. 59.52(10)	Waived
Liquidated insurers' records	7 years after close of liquidation proceedings. 645	Waived
Municipal redevelopment plan and revisions	CR + 7 years s. 66.431 (9)(a)1, 66.431 (11)(b)	Notify
Notice of removal of human corpse	2 months from date of death; Dept. H&SS directive	Waived
Notification of failure to pay taxes and notification of balances due (veterans)	CR + 7 years s. 45.53	Waived
Order to suspend proceedings for collection of property taxes of property owned by veterans	CR + 7 years s. 45.53 (6)	Waived
Purchase orders	CR + 7 years	Waived
Raze order	CR + 7 years s. 66.05 (1)(d)	Waived
Receipt journals	CR + 7 years	Waived
Receipts	CR + 7 years	Waived
Report for final disposition of corpse	2 years from date of death; Dept. H&SS directive	Waived
Treasurers receipts	CR + 2 years	Waived
UCC filings (Fixture)409.403 (6)409.402 (5)	EVT = satisfaction of mortgage s. 409.403 (6), s. 409.402 (5)	Waived
UCC filings (Non-fixture)	CR + 5 years s. 409.403 (3)	Waived
UCC - 11, search copies	CR + 2 years	Waived
Vital record, request for copy of	FIS + 1 year	Waived
Vouchers order/register	CR + 7 years	Waived
Wills, foreign: certificate of assignment	CR + 7 years s. 868.05 (2)	Waived
Wills, notice that proceedings have been taken to contest the will	CR + 7 years s. 868.01 (3)	Waived

Attachment E

Clark County Record Retention Schedule – District Attorney

Records Series Title	Retention Period	Authority	WHS Notification	Custodian (§19.33 Wis. Stats.)	Notes
District Attorney					
Breathalyzer Unit Certification	S	s. 978.07(1)(d)	Waived		
Check Complaints	EVT		Waived		
Check Ledger Cards	CR + 7 years		Waived		
Civil Cases	EVT + 3 years: EVT = Commencement of Action	s. 978.07(1)(a), (1)(b)	Notify		
DNR (Department of Natural Resources) Citations	EVT		Waived		
Felony or Related Cases	EVT + 10 years: EVT = Case closed or Mandatory release date reached; which ever is later	s. 978.07(1)(c)3	Notify		
Felony or Related Cases Punishable by a Maximum Period of Imprisonment Equal to At Least 20 Years	EVT + 20 years: EVT = Released or paroled; which ever is later	s. 978.07(1)(c)2	Notify		
Felony or Related Cases Punishable by Life Imprisonment (aka Homicide)	EVT + 50: Released or paroled; which ever is later	s. 978.07(1)(c)1	Notify		
Grant Reimbursement Proposals (Victim Witness)	CR + 10		Waived		
Juvenile Cases - JV / Juvenile Delinquency	EVT + 10: EVT = Juvenile's 17th Birthday	SCR 72.03(2)	Waived		
Juvenile Consumption Files	EVT + 6: EVT = Final Judgment	SCR 72.03(2)	Waived		
Juvenile DNR Citations	EVT + 6: EVT = Final Judgment	SCR 72.03(2)	Waived		
Juvenile Municipal Citations	EVT + 3: EVT = Final Judgment	SCR 72.03(2)	Waived		

Records Series Title	Retention Period	Authority	WHS Notification	Custodian (§19.33 Wis. Stats.)	Notes
Juvenile Truancy Violations / Citations	EVT + 6: EVT = Final Judgment	SCR 72.03(2)	Waived		
Misdemeanor Cases	EVT + 3: EVT = Commencement of Action	s. 978.07(1)(a), (1)(b)	Waived		
Ordinance Violations	EVT + 3: EVT = Commencement of Action		Waived		
Parking Citations	EVT + 3: EVT = Commencement of Action	s. 978.07(1)(b)	Waived		
Search Warrants	EVT + 6: EVT = Filed with Court	SCR 72.01(27)	Waived		
Subpoena Duces Tecum	S		Waived		
Traffic Cases	EVT + 3: EVT = Commencement of Action	s. 978.07(1)(b)	Waived		
Trust Account Audits, Monthly	EVT + 6: EVT = Case Related	SCR 20(1-15) & s. 757.293(2)	Waived		
Vacation Schedule, Police Officers	S		Waived		
Vehicle Seizures	EVT + 3: EVT + Date of Seizure	s. 978.07(b)	Waived		
Victim / Witness Card Files	EVT + 6: EVT = Case Closed	s. 978.07(3)(d)	Waived		
Victim / Witness Cases	EVT + 6: EVT = Case Closed	s. 978.07(3)(d)	Waived		
Victim / Witness Statistics Sheet, Closed	EVT + 6: EVT = Case Closed	s. 978.07(3)(d)	Waived		
Victim / Witness Volunteers and Schedules	S		Waived		