

## CHAPTER 20

## RECORDS RETENTION

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**20.01 Purpose.** The purpose of this chapter is to establish a county records retention schedule and authorize destruction of county records pursuant to the schedule on an annual basis. The designated records custodian may destroy a record prior to the time set forth in the schedule only if such a record has been reproduced as an original record pursuant to §16.61(7) or §16.612, Wis. Stats. Any record not covered by this ordinance or any other regulation or law shall be

retained for 7 years unless the record is added by amendment to the ordinance and the shorter period has been approved by the state Public Records and Forms Board.

**20.02 Definitions.** In this chapter:

(1) *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; a governmental or

quasi-governmental corporation; a local exposition district under such. II of Ch. 229; any public purpose corporation, as defined in §181.79(1); any court of law, the assembly or senate; a nonprofit corporation which receives more than 50% of its funds from a county or a municipality, as defined in §59.001(3), and which provides services related to public health or safety to the county or municipality; or a formally constituted subunit of any of the foregoing.

(2) *County-wide Records* means the records that are found throughout various departments in the County and are subject to uniform regulation unless otherwise specified in another section of this ordinance.

(3) *Records Custodian* means:

1. An elected official is the legal custodian of his or her records and the records of his or her office, but the official may designate an employee of his or her staff to act as the legal custodian.

2. Unless otherwise prohibited by law, the County Clerk or the Clerk's designee shall act as legal custodian for the County Board and for any committees, commissions, boards or authorities created by ordinance or resolution of the County Board.

3. For every authority not specified in (3)1. & 2. the authority's chief administrative officer is the legal custodian for the authority, but the officer may designate an employee of his or her staff to act as the legal custodian.

4. Each legal custodian shall name a person to act as legal custodian in his or her absence or the absence of his or her designee. This subsection does not apply to members of the County Board.

5. The designation of a legal custodian does not affect the powers and duties of an authority under this chapter. See §19.33, Wis. Stats.

(4) *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), and computer printouts. "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. [History: cr. 1996-4A; rev. 2006-1A]

**20.03 Fees; Access to Records.** (1) The rights of any person who requests inspections or copies of a record are governed by the provisions and guidelines of §19.35, Wis. Stats.

(2) Each authority shall impose a fee upon the requester of a copy of a record which may not exceed the actual, necessary and direct cost of reproduction and transcription of the record, unless a fee is otherwise specifically established or authorized to be established by law.

(3) Each authority shall impose a fee upon the requester of a copy of a record for the actual, necessary and direct costs of photographing and photographic processing if the authority provides a photograph of a record, the form of which does not permit copying.

(4) Except as otherwise provided by law or as authorized to be prescribed by law, an authority shall impose a fee upon a requester for locating a record, not exceeding the actual, necessary and direct cost of location, if the cost is fifty dollars (\$50.00) or more.

(5) Each authority shall impose a fee upon a requester for the actual, necessary and direct cost of mailing or shipping of any copy or photograph of a record which is mailed or shipped to the requester.

(6) An authority may provide copies of a record without charge or at a reduced charge where the authority determines that waiver or reduction of the fee is in the public interest.

(7) Each authority shall require prepayment by a requester of any fee or fees imposed under this

subsection if the total amount exceeds five dollars (\$5.00).

(8) Each authority in acting upon a request for any record shall respond within the times and according to the procedures set out in §19.35(4), Wis. Stats.

**20.04 Notification Requirements.** (1) Under §19.21(5)(d), Wis. Stats., counties must notify the State Historical Society of Wisconsin (SHSW) 60 days prior to destroying records.

(2) The SHSW has waived the required statutory 60 day notice under §19.21(5)(d), Wis. Stats., for any record marked “W” (waived notice). SHSW must be notified prior to destruction of a record marked “N” (not-waived). Notice is also required for any record not listed in this chapter. “N/A” indicates not applicable and applies to any county record designated for permanent retention.

**20.05 Procedural Information.** Pursuant to §19.34, Wis. Stats., and the guidelines therein listed, each authority shall adopt, prominently display and make available for inspection and copy at its offices, for the guidance of the public, a notice containing a description of its organization and the established times and places at which, from whom, and the methods whereby the public may obtain information and access to records in its custody, make requests for records, or obtain copies of records, and the costs thereof. This subsection does not apply to members of the County Board.

**20.06 Destruction Pending Litigation or Audit.** No record subject to pending litigation or audit shall be destroyed until the litigation or audit has been resolved.

**20.07 Destruction after Request for Inspection.** No record which has been requested by the public may be destroyed until after the request is granted or 60 days after the request is

denied. If an action is commenced under §19.37, Wis. Stats., the requested record may not be destroyed until a court order is issued and all appeals have been completed. See §19.35, Wis. Stats.

**20.08 Microfilming Department Records.**

Departments may keep and preserve public records through the use of microfilm, provided that the microfilming meets the applicable standards established in sec. §16.61(7), Wis. Stats. Departments should consider factors such as the retention period and estimated cost of the microfilming in deciding which records to microfilm. After verification, paper records can be destroyed if these records are to be preserved on microfilm. For microfilmed records not identified as permanent, the indicated records retention period applies.

**20.09 Optical Disk and Electronic Record Storage.**

Departments may retain records in electronic format according to the standards established in §16.612, Wis. Stats., with the guidance and pre-approval by the IT Department and Public Property Committee. *[History: Cr. 9/96-4A; repealed and recreated 9/26/06-1A]*

**20.10 Retention Schedule.** The following records are maintained by the various departments in Vilas County and are subject to uniform regulation unless otherwise specified. The retention period is listed with each record. The authority is listed below when provided by law, otherwise it is the ordinance itself pursuant to Wis. Stat. sec. 19.21(5)(e).

\*The retention time is reduced to two (2) years if another department has been officially designated as the custodian of the same record.

**A. GENERAL.** The following records are found throughout various departments in the County and are subject to uniform regulation unless otherwise specified:

<b>Record</b>	<b>Retention Period &amp; SHSW Notification</b>	<b>Statutory Authority</b>
1. Contracts, leases, agreements, notices of taking bids	7 years after last effective day (W)	§ 59.52(4) Wis. Stats.
2. Insurance policies and related records: (a) Claims (b) Master contracts	(W) 7 years after expiration Permanent	§ 59.52(4) Wis. Stats.
3. Bank statements	7 years (W)	
4. Canceled checks	7 years (W)	§59.52(4), Wis. Stats.
5. Receipts	7 years (W)	
6. Accounts payable – purchasing/ invoices/vouchers/detailed listings/ vendor listings	7 years (W)	
7. Accounts receivable, receipts	7 years (W)	
8. Receipt journals	7 years (W)	
9. Vouchers/order register	7 years (W)	
10. General journal	7 years (N)	
11. Construction plans for county buildings & bridges	Life of Structure (N)	
12. Blueprints	Until superseded by as-built tracings (N)	
13. As-built tracings	Life of project (N)	
14. Personnel records	8 years after termination/ end of service (W)	
15. Warranty records	Life of product or end of warranty, whichever occurs first (W)	
16. Any record subject to litigation, claim, audit or other action	Until permission to destroy is obtained from Corporation	

	Counsel (W)	
17. Citations (copies)	2 years (W)	
18. Correspondence	3 years (W)	
19. Purchase orders	7 years (W)	
20. Bids and Proposals/successful	7 yrs. after contract expiration (W)	
21. Bid and Proposals, Unsuccessful	7 years after audit (W)	
22. Daily time sheets	5 years (W)	
23. Department training records	7 years (W)	
24. Public works contracts/ bid notices/ contractor insurance policies	10 years after effective date (W)	
25. Departmental payroll	10 years from creation (W)	
26. Job applications from individuals not hired	1 year from date of receipt (W)	
27. Annual budget records	7 years (W)	
28. Union contracts	Permanent (N/A)	
29. Committee minutes	6 years after date of publication (N)	
30. Audio cassette tapes of meeting	90 days after minutes have been approved & published if purpose was to make minutes of meeting. (W)	19.21(7), Wis. Stats

**B. CHILD SUPPORT**

1. Expenditure reports and supporting documentation	3 years (W)	45CFR 74.20-74.25
2. Statistical reports and supporting documentation	3 years (W)	45CFR 74.20-74.25
3. Client/case records including client/ attorney information	until youngest child reaches age 21 (W)	
4. Records of required client notification	3 years (W)	45CFR 74.20-74.25

**C. COMMISSION ON AGING.** All financial and programmatic records, supporting documents, statistical records, and other records which are required to be maintained by the terms of the grant/contract or otherwise reasonable considered as pertinent to the grant/contract are governed by federal DHSS Regulations Title 45.74(d).

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|---|---|
| 1. Records as defined above                                   | 3 years from the date COA submits to HFS the last federal expenditure report for each grant (W) |
| 2. Litigation, claims audit or other action involving records | 3 years or completion of action & resolution of all issues, whichever is later (W)              |
| 3. Equipment records  | 3 years from date of disposition, replacement or transfer (direction of awarding agency) (W)    |
| 4. Indirect cost rate proposals and costs allocation plans    | 3 years from the end of the contract covered by the plan or proposal (W)                        |
| 5. Title III or other federal or state funds                  | 3 years minimum after final sale or disposition (W)   |
| 6. Year end summaries   | 10 years (W)  |

**(a) Benefit Specialists.** In general, the destroy date should be January 1<sup>st</sup> of the year following the last calendar year for which the file must be stored.

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| (1) Client files | 10 years from closing date of file (W) |
| (2) Brief advice | 3 years from closing date of file (W)  |

#### D. CORONER

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| 1. Homicide or suspicious deaths       | 75 years (N)   |
| 2. All other records or investigations | 7 years unless subject to litigation or until resolved (W) |
| 3. Death indexes, dockets              | 7 years from date of creation (W)                          |

#### E. CORPORATION COUNSEL

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|--|-----------------|
| 1. Arbitration/mediation decisions, supporting data, labor negotiation files/contracts | Permanent (N/A) |
| 2. Case files/non-litigation   | 3 years (W)     |

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| 3. Case files/litigation               | 3 years after closure or when appeal time has run, whichever is longer per SCR (W) |
| 4. Legal memos                         | 7 years (W)  |
| 5. Legal opinions                      | Permanent (N/A)  |
| 6. Guardianships/Protective Placements | 7 years SCR 72 (W)   |
| 7. Mental Health records or case files | 10 years SCR 72 (W)  |

**F. COUNTY CLERK**

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|--|---|------------------------|
| 1. Records of bounty claims forwarded to DNR   | 1 year (W)  | §59.52(4), Wis. Stats. |
| 2. List of town, city & village officers certified to county clerk   | After the date expiration of term listed (N)          | §59.52(4), Wis. Stats  |
| 3. Notices of application for taking of tax deeds & certification of non-occupancy, proofs of service and tax certificates filed | 15 years (W)  | §59.52(4), Wis. Stats. |
| 4. Official bonds  | 6 years (W)   | §59.52(4), Wis. Stats. |
| 5. Claims paid by county & supporting papers   | 7 years (W)   | §59.52(4), Wis. Stats. |
| 6. Reports of town treasurers on dog licenses sold & records of dog licenses issued.   | 3 years (W)   | §59.52(4), Wis. Stats. |
| 7. Copies of receipts issued by the treasurer  | 4 years or until audited, or whichever is earlier (W) | §59.52(4), Wis. Stats. |
| 8. Copies of notices to town assessors setting out lands sold and owned by the county  | 3 years (W)   | §59.52(4), Wis. Stats. |
| 9. Oaths of office   | 7 years (W)   | §59.52(4), Wis. Stats. |
| 10. Marriage license applications and supporting papers  | 10 years (W)  | §59.52(4), Wis. Stats. |
| 11. Original papers, resolutions, ordinances & reports appearing in county board proceedings                                     | 6 years after publication (N)                         | §59.52(4), Wis. Stats. |

12. Committee minutes	6 years after date of publication (N)	§59.52(4), Wis. Stats
13. Deeds	Permanent or listing of when & where recorded (N/A)	
14. Abstracts & certificates of title, title insurance policies	Permanent or as long as land is owned (N/A)	
15. Canceled bonds, coupons and promissory notes	Until audited (W)	
16. Bond & coupon record book, general obligation bond	7 years after bond issue expires or following payment of all outstanding matured bonds, notes, coupons, whichever is later. (W)	
17. Audit letters	3 years (W)	
18. Supervisory district plan and map	Until next apportionment (W)	§59.10, Wis. Stats.
19. U.S.Geological survey maps	Until next set of maps is received (W)	
20. Report of functional jurisdiction of roads	10 years or until next report received (W)	
21. Certified mileage list	Until next list is received (W)	
22. Town plats	3 years (W)	
23. Relocation order/maps	Retain latest revision (W)	
24. Journal of proceedings	6 years after date of publication (N)	
25. Copies of notice of tax apportionment sent to local taxing districts by County Clerk	3 years (W)	§59.52(4)Wis.Stats.
26. Workers compensation and liability claims	12 years after closure (W)	
27. General liability and property damage claims	3 years after closure (W)	
28. Unemployment compensation records	3 years (W)	

29. Audit reports	7 years (N)	§59.23(2)(p), Wis. Stats
30. Printed proceedings of the Board	Permanent. Forward 3 copies to the State Historical Society after publication.	§59.23(2)(p), Wis. Stats
31. Health insurance claims eligibility list	5 years after closure (W)	

**G. COURTS.** All records maintained by the Circuit Court, Juvenile Intake, Register in Probate, Clerk of Court, Juvenile Court, Family Court Commissioner shall be retained in compliance with Supreme Court Rules Chapter 72. Records not specified therein of a general county-wide nature shall be retained pursuant to Section 20.09(A) of this chapter.

**H. DISTRICT ATTORNEY/VICTIM WITNESS.** District Attorney records are governed by state record retention schedules. Reference Retention/Disposition Authorization (RDA) Numbers 505/142 through 505/148. Call the Public Records & Forms Board at (608) 266-2996 or the State Prosecutors Office at (608) 267-2700 for more information regarding the retention and disposition of these records.

#### I. ELECTIONS

1. Canceled voter registration cards	4 years after cancellation (W)	§7.23(1)(d), Wis. Stats.
2. Election financial reports and registration statements	6 years (W)	§7.23(1)(d), Wis. Stats.
3. Registration & poll lists, 1940 and after	(W)	§7.23(1)(e), Wis. Stats.
a. non-partisan primary/election	2 years	
b. partisan primary/elections	4 years	
4. Registration & poll lists, before 1940	(N)	
5. Federal election records other than registration cards	22 months (W)	§7.23(1)(f), Wis. Stats.
6. Detachable recording units and compartments on electronic voting machines	14 day after primary & 21 days after any other election-clear or erase after transfer to a disk or other recording medium (W)	§7.23(1)(g), Wis. Stats.
7. Disk containing the above	22 months after date of election (W)	§7.23(1)(g), Wis. Stats.
8. Ballots - federal (W)	22 months after election	§7.23(1)(f), Wis. Stats.
- nonfederal	30 days after election (W)	§7.23(1)(h), Wis. Stats.

9. Official election canvasses	10 years after election(W)	§7.23(1)(j), Wis. Stats.
10. Election notices, proofs of publication & correspondence	1 year after date of election unless contested then by court order (W)	§7.23(1)(j), Wis. Stats.
11. All other election materials and supplies	90 days after election(W)	§7.23(1)(k), Wis. Stats.
12. Records transferred by registrants who submit dissolution reports after primary and general elections	3 years after their last election (W)	§10.74(8)(e),Wis. Stats.

**J. EMERGENCY MANAGEMENT**

1. Federal Emergency Management Agency Grants	7 years (W)
2. Emergency operation plans	Until updated (W)
3. State SARA Title III Grants	10 years (W)
4. SERB minutes, exercises and spills	7 years (W)
5. Hazmat Grant	5 years (W)
6. Facility Hazmat plans, farm and non-farm	Until superseded (W)
7. Chemical inventories	5 years (W)
8. Incident record	10 years (W)
9. Telecommunicator's radio log	120 days (W)
10. Audio tapes	120 days (W)

**K. FINANCE**

1. All accounts of county and books of account	7 years (W)
2. General ledger	15 years (W)
3. Payroll Registers, other payroll report, and social security and retirement earnings reports	10 years (W)
4. Withholding allowance certificates,	7 years (W)

employee wages and tax statements, and other tax records		
5. Time cards, attendance records salary schedules	7 years (W)	
6. Insurance records	7 years (W)	
7. Garnishment records	7 years (W)	
8. Unemployment compensation records	3 years (W)	
9. Retirement records	8 years after end of service (W)	
10. Deferred compensation payment records	8 years after end of service (W)	
11. Equipment & furnishings inventories	Until superseded (W)	
12. Property inventory	Until superseded (W)	
13. Notices of tax apportionment from Secretary of State	3 years (W)	§59.52, Wis. Stats.
14. Illegal tax certificates charged back to local tax districts	3 years after charging back (W)	§59.52, Wis. Stats.
15. Check register/treasurer, cash, accounts payable, vendor payment reports	7 years (W)	
16. Journal entries & any audits or journal entries	7 years (W)	§59.52(4), Wis. Stats.
17. General ledger, trial balance	7 years (W)	
18. Budget, vendor listing, payables	3 years (W)	
<b>L. FORESTRY, RECREATION &amp; LAND</b>		
1. Appraisals, county-owned property	7 years (W)	
2. Master park plan	Permanent (N/A)	
3. Plats	Permanent (N/A)	
4. Aerial photographs	Permanent (N/A)	
5. Committee agenda & minutes	6 years (W)	

6. Citation & park patrol records	2 years (W)
7. Guidebooks & trail info	until updated (W)
8. Park inspection reports	3 years (W)
9. Wisconsin Conservation Corps projects crew information	3 years (W)
10. Annual work plans	3 years (W)
11. Dam info & permits	Permanent (N/A)
12. Equipment & vehicle registration reports	until equipment disposed of (W)
13. General Information	until updated (W)
14. Land acquisition, deeds, abstracts	Permanent (N/A)
15. Agreements & Contracts	7 years after expiration (W)
16. Plat reviews	Permanent (N/A)
17. Erosion control permit applications	2 years minimum (W)
18. Inspection reports	2 years minimum (W)
19. Inventories & evaluations	2 years minimum (W)
20. Watershed agreements	10 years past installation date (W)
21. Landowner conservation plan	Permanent (N/A)
22. Farmland Preservation Program compliance tracking lists	Permanent (N/A)
23. Land Conservation Committee minutes	Permanent (N/A)
24. Memos of understanding with various agencies	until updated or canceled (W)
25. Resource inventories	Permanent (N/A)
26. Timber sale bids, contracts	Permanent (N/A)

**M. HEALTH****(a) Administrative Records**

- |  |   |  |
|--|---|--|
| 1. Agency goals, objectives, short and long term strategic plans | 7 years (W)                               |  |
| 2. Agency program evaluations                                    | 7 years (W)                               |  |
| 3. Job descriptions, other personnel records                     | 7 years (W)                               |  |
| 4. Incident Injury reports                                       | 7 years (W)                               |  |
| 5. Inventories, facility equipment, supplies                     | 7 years (W)                               |  |
| 6. Program policies, procedures                                  | 7 years (W)                               |  |
| 7. Daily activity reports  | 7 years (W)                               |  |
| 8. Billing records   | 7 years (W)                               |  |
| 9. Grants  | 7 years or as specified (W)               |  |
| 10. W.I.C.   | 7 years (W)                               |  |
| 11. Inventory of non-expendable personal property                | 3 years after disposal of property (W)    |  |
| 12. Meeting agendas/minutes                                      | 7 years (W)                               |  |
| 13. Taped meeting minutes  | 90 days after approval or publication (W) |  |
| 14. Annual Reports   | Permanent (N/A)                           |  |
| 15. Contracts, lease agreement                                   | 7 years or as specified (W)               |  |
| 16. General correspondence                                       | 7 years (W)                               |  |

**(b) Client Records**

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|----------------------------------|--|------------------------------|
| 1. Birth Certificate Information | 1 year (W)   | §69.20(3)(c),<br>Wis. Stats. |
| 2. Client patient care record    | 7 years from last day of service or date of death (W)                  |                              |
| 3. Child Health Care Records     | 7 years after treatment or until 19 years old, whichever is longer (W) |                              |

4. Community Health Screening	7 years (W)	
5. Immunization Administration Records	Permanent (N/A) National Childhood Injury Act of 1986 42USC 300AA-25 (Supp. 1987),	
6. Signature of person to receive vaccine or person authorized to make request of immunization	Permanent (W); correspondence from William Foege, M.D. 9/01/82	
<b>(c) Communicable Disease Records</b>		
1. Communicable Disease Reports (4151) Local copy (Original to State Epidemiologist)	7 years (W)	
2. STD Report (4343) – Local copy (Original to State Epidemiologist)	7 years (W)	
3. STD client case files	7 years from date of final treatment (W)	
4. Tuberculin skin test record	7 years – 2 years if information has been transferred to permanent case file (W)	
5. Communicable Disease Outbreak Records	Until investigation is completed (W)	
<b>(d) Environmental Health Records</b>		
1. On-site waste, well/septic permits	Hold until system is abandoned (W)	
2. Licensed establishments inspection reports	3 years (W)	HFS 192.08
3. Variance approvals	Permanent (N/A)	
4. Water sample reports	7 years (W)	
5. Health hazard investigations	7 years (W)	
<b>N. HIGHWAY</b>		
1. Employee time cards/time sheets	7 years (W)	
2. Daily work assignments	7 years (W)	
3. Permits-moving over the road excavations on right-of-way utilities	Permanent (N/A)	

4. Completed plans- roadways, bridges, buildings	Life of structure (N/A)
5. Miscellaneous projects- section corners, county traffic safety, commission underground, tank removal	7 years (W)
6. State gas reports	3 years (W)
7. Accident reports (copies)	3 years (W)
8. Insurance reports (copies)	3 years (W)
9. Stock control material records	2 years (W)
10. Fuel usage reports	2 years (W)
11. Property inventory	1 year after replaced or discarded (W)
12. Equipment & furnishings inventory	1 year after replaced or discarded (W)
13. Heavy equipment & vehicle inventory ledger	1 year after replaced or discarded (W)
14. Vehicle maintenance histories	Life of vehicle (W)
15. Federal aid projects	10 years (W)
16. Annual reports and budgets	7 years (W)
17. Paid statements and receipts	7 years (W)
18. Correspondence	3 years (W)
<b>O. LAND, TITLE AND MAPPING/ LAND INFORMATION</b>	
1. Tax parcel maps	Until superseded (W)
2. Aerial photos	Permanent (N/A)
3. Railroad ROW maps	Permanent (N/A)
4. Certified road mileage maps	Permanent (N/A)
5. Apportionment census maps	Until next apportionment (W)
6. Mill rates for municipalities	Permanent (N/A)

7. Ownership/legal description workbooks	Permanent (N/A)
8. Grant applications (successful)	5 years or until audited (W)
9. Grant applications (unsuccessful)	1 year (W)
<b>P. MAINTENANCE</b>	
1. Blueprints	Permanent or until disposal of building (W)
2. Shop drawings	Permanent (N/A)
3. Equipment & machine maintenance records	Life of equipment (W)
4. Utility usage	5 years (W)
5. Inventory	Until superseded (W)
6. Material safety data sheets	7 years (W)
7. Construction plans for county building	Life of structure
8. Keying list	Until superseded (W)
<b>Q. PERSONNEL</b>	
1. Performance evaluations & medical records	5 years (W)
2. EEO-4 reports, obsolete job descriptions & any personnel or employment records including but not limited to application forms or test papers by applicants and other records or decisions pertaining to hiring, promotion, demotion, transfer, layoff or termination, terms of compensation, and selection of training	3 years, 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 the action. (W)
3. Union contracts & grievances, mediation and arbitration records	Permanent (N/A)
4. Individual employee personnel files	8 years after end of service (W)
5. Directives and policies	7 years after being updated or terminated (W)

**R. REGISTER OF DEEDS**

1. Obsolete documents pertaining to chattels, including final books of entry	6 years (W)	§59.43(12), Wis. Stats.
2. Plats	Permanent (N/A)	
3. Assessors plats	Permanent (N/A)	
4. Aerial photographs	Until superseded (N)	
5. Certified surveys, plats of survey	Permanent (N/A)	
6. Final real property assessment roll	15 years, except that no assessment roll containing forest crop acreage may be destroyed without prior approval of the secretary of revenue (N)	§59.52(4), Wis. Stats.
7. Deeds, mortgages, maps, instruments of writing authorized by law and indexes of same	Permanent (N/A)	§59.43, Wis. Stats.
8. UCC state wide lien system (computer)	Permanent (N/A)	§409.410, Wis. Stats.
9. Marriage, Death & Birth Records and Indexes	Permanent (N/A)	Chapter 69, Wis. Stats
10. 1/4 Section Maps	Until next set of maps are received (W)	
11. Military Discharges	Permanent (N/A)	
12. Receipts from Treasurer	7 years (W)	§59.52(4), Wis. Stats.
13. Vital Records	Permanent (N/A)	

**S. SHERIFF/LAW ENFORCEMENT****(a) Jail**

1. Attorney letters	7 years (W)
2. Transport records	7 years (W)
3. Proof of Service	7 years (W)
4. Dockets, daily jail records	8 years (N)

5. Cash books	8 years (W)	§59.27(8), Wis. Stats.
6. Ledger Sheets	7 years (W)	
7. Accounts work sheets	7 years (W)	
8. Inmate meal records	7 years (W)	
9. Visit log	7 years (W)	
10. Jail billing	8 years (W)	§59.27(8), Wis. Stats.
11. Daily bond/receipts	8 years (W)	§59.27(8), Wis. Stats.
12. Inmate files	8 years (W)	§59.27(8), Wis. Stats.
13. Disciplinary forms, mail cards, Huber revocation forms, Jail & Huber rules, court orders, daily work location forms	8 years after release of inmate (W)	§59.27(8), Wis. Stats.
14. Fingerprint cards/mugshots	Permanent (W)	
15. Inmate daily activity log	8 years (W)	§59.27(8), Wis. Stats.
16. Phone logs	8 years (W)	§59.27(8), Wis. Stats.
17. Daily cell block check sheets	8 years (W)	§59.27(8), Wis. Stats.
18. Medical records	8 years (W)	§59.27(8), Wis. Stats.
19. Booking sheets	Permanent (N/A)	§59.27(8), Wis. Stats.
<b>(b) Patrol</b>		
1. Ordinance violation citations	2 years (W)	
2. Arrest records	8 years (W)	§59.27(8), Wis. Stats.
3. Incident records/photos	10 years (W)	§59.27(8), Wis. Stats.
4. Evidence cards	10 years (W)	§59.27(8), Wis. Stats.
5. Uniform traffic citation	1 year after closed, disposed or canceled (W)	
6. Transport records	7 years (W)	
7. Work schedules	7 years (W)	
8. Wisconsin accident report	8 years (W)	§59.23(8), Wis. Stats.

9. Vehicle maintenance records	Life of equipment (W)	
10. Civil Process papers	8 years (W)	
<b>(c) Dispatch</b>		
1. Radio & telephone logs	7 years (W)	
2. Shift logs	7 years (W)	
3. Audio Tapes	120 days	
<b>T. SOCIAL SERVICES</b>		
<b>(a) Chapter 49.</b> Case records & other materials of all public assistance kept as required by law	3 years – if no payments have been made for at least 3 years & a face sheet and financial record of payments for each aid account are preserved in accordance with rules adopted by DHSS, set out below; (N)	§59.52(4), Wis. Stats.
<b>(b) Open – public assistance cases</b>		
1. All data forms; case determination sheets, worksheets, medical assistance certification sheets, documentation of changeable items, such as income or health status, correspondence to and from applicants & recipients, and any other documentation supporting income maintenance agency decisions	Keep for most recent 6 year period (W)	HFS 245.03(1)(a).
2. Sheets which document the verification of unchangeable items, such as social security numbers, birth dates and citizenship	Keep as long as case is open (W)	HFS 245.03(1)(b).
3. Financial record for all payments not on file in CRN	Keep as long as case is open (W)	HFS 245.03(1)(c)
<b>(c) Closed. – denied or withdrawn public cases</b>		
1. Records specified in : HFS 245.03(1)(a)	36 months after date of closing (N)	HFS 245.03(2)(a)

- |  |   |                                       |
|--|---|---------------------------------------|
| 2. Most recent data forms, records specified in HFS 245.03(1)(b) & (c) & materials relating to any lack of cooperation on the part of the recipient  | 6 years from date of closing (N)  | HFS 245.03(2)(b)                      |
| 3. Most recent data forms and records specified in HFS 245.03(1)(b)  | 36 months from date of denial/ withdrawal, HFS 245.03(2)(c) (W)   |                                       |
| <br>   |   |                                       |
| <b>(d) Jobs</b>  |   |                                       |
| Participant records  | 7 years after most recent work program registration closure in WIDS/WPRS or CARES except litigation claims, negotiation, audit or other action; retain until resolution (W) | DHFS Memo 94-18                       |
| <br>   |   |                                       |
| <b>(e) Fraud Referrals</b>   |   |                                       |
| 1. Unfounded   | 3 years after determination (W)   | HFS 245.03                            |
| 2. Founded-referred  | 7 years after determination (W)   | HFS 245.03                            |
| 3. Founded – other   | 5 years after determination (W)   | HFS 245.03                            |
| <br>   |   |                                       |
| <b>(f) Social Service Case Files</b>   |   |                                       |
| 1. State required case documentation, initial contact sheet, notice of agency action, social services face sheet, social services agreement, social services narrative, financial information, any other records documenting client eligibility and activity   | 3 years after case is closed (N)  | DHFS Memo (82-1A)<br>DCS Memo (92-12) |
| 2. State required & county developed case documentation, assessment or diagnostic forms, records, and narratives, social and medical histories, copies of court reports pertinent to the case, release of information forms, client progress notes, client or service agreements, forms and documentation of eligibility or financial status | 3 years after case is closed (N)  | DCS Memo (92-12)                      |
| 3. Social service records for cases not opened for services, applications, referral actions  | 1 year after final action/determination (N)   |                                       |

not resulting in case opening, miscellaneous requests and correspondence about individual clients from consumer and other agencies which do not result in case opening

**(g) Children Youth & Family  
(CYF) Additional Records**

- |  |  |                     |
|--|--|---------------------|
| 1. A register identifying information about children accepted for service or placement   | Permanent (N/A)  | HFS 54.06(2)        |
| 2. Individual case records for each child served and his/her family  | 7 years after case is closed (W)                                 | HFS 54.06(2)        |
| 3. Individual foster home records for each foster home used by the agency, which includes signed applications and agreements   | 7 years (W)  | HFS 54.06(2)        |
| 4. Individual records of studied adoptive applicants   | 7 years (W)  | HFS 54.06(2)        |
| 5. Licensing and certification records for in-home and family day care, adult family homes, foster homes, group foster homes for children, application or other request forms, inspection and observation check lists, correspondence, other documentation relating to licensing or certification, approved license or certificate | 2 years after the license or certificate is no longer active (W) | DCS Memo<br>(92-12) |
| 6. Licensing and certification records for above types of facilities where license or certificate was not approved   | 1 year after final action/<br>determination (W)                  | DCS Memo<br>92-12   |
| 7. Adoption records, county agencies providing child welfare services under §48.56 or child placing agencies licensed under §48.60, Wis. Stats., should follow the detailed procedures for adoption information search and disclosure detailed in HFS 53   | Permanent (N/A)  | HFS 53.07(1)        |

**U. SURVEYOR**

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|---|-----------------|------------------------|
| 1. Section Corner Monument location documentation | Permanent (N/A) | §60.84(1), Wis. Stats. |
|---|-----------------|------------------------|

**V. TREASURER**

- |  |   |                      |
|--|---|----------------------|
| 1. Accounts payable, detail listing & check register (copies)    | 3 years (W)   |                      |
| 2. Certified special assessment roll                             | 7 years or after assessment is collected, whichever is longer   |                      |
| 3. Assessments, real property                                    | 7 years (N)   |                      |
| 4. Assessments, statement of new special assessments             | 5 years (W)   |                      |
| 5. Assessments, special assessment payment register              | 7 years or after assessments collected, whichever is longer (W) |                      |
| 6. Balancing report  | 3 years (W)   |                      |
| 7. Bank credit/debit notices                                     | 1 year after audit (W)  |                      |
| 8. Bank reconciliations  | 3 years after audit (W)   |                      |
| 9. Bank statements   | 7 years (W)   |                      |
| 10. Bankruptcies   | 7 years until superseded (W)                                    |                      |
| 11. Cash books, daily  | 3 years if audit is final (W)                                   |                      |
| 12. Cash drawer reconciliations                                  | 1 year after audit (W)  |                      |
| 13. Check register   | 7 years (W)   |                      |
| 14. Checks, canceled   | 7 years (W)   | §59.52(4), Wis. Stat |
| 15. Checks, outstanding  | 7 years (W)   |                      |
| 16. Correspondence, general                                      | 3 years (W)   |                      |
| 17. Deposit tickets and books                                    | 1 year after audit (W)  |                      |
| 18. Discontinued tax key numbers                                 | Permanent (N/A)   |                      |
| 19. Journal entries, resolution, cash receipts, treasurer's cash | 7 years (W)   |                      |

20. Lottery cards, signed	4 years (W)	Ch. 565, Wis. Stats.
21. Probate fees report	7 years (W)	
22. Receipts: general & settlement	7 years (W)	
23. Sale assessments	7 years (W)	
24. Suit tax, monthly	7 years (W)	
25. Tax deeds, foreclosure	15 years (W)	§§75.12, 75.521, Wis. Stats.
26. Tax receipts	15 years (W)	§59.52(4), Wis. Stats.
27. Tax rolls, municipal	15 years (W)	§59.52(4), Wis. Stats.
28. Tax sales records, including sale of tax deeded lands	7 years (N)-prior to 1940	§75.35, Wis. Stats.
29. Wires, bank	7 years (W)	
30. Supervisor of Assessments' Annual Statistical Reports	7 years. Forward 3 copies to the Wisconsin Historical Society after publication.	§59.23(2)(p), Wis. Stats

**W. VETERANS SERVICE**

1. Regulations	Until superseded (W)
2. Military separation records of veterans	Permanent (N/A)
3. New releases	6 years (W)
4. Grave registration files	Permanent (N/A)
5. Benefit case files	2 years after inactive (W)
6. WDVA bulletin	Until superseded (W)
7. Veterans Service Commission applications	2 years (W)
8. Veterans Service Commission records	7 years (W)
9. Annual Reports	7 years (N)

**X. ZONING**

1. Plats	Permanent (N/A)	
2. Aerial photographs	Until superseded (N)	
3. Permit applications	Permanent (N/A)	
4. Code compliance and inspection reports	Permanent (N/A)	
5. Permit ledger	3 years (W)	
6. Board of Adjustment decisions & supporting documentation	Permanent (N/A)	
7. Certified surveys	Permanent (N/A)	
8. Conditional Use Permits	Permanent (N/A)	
9. Wisconsin Fund Applications & related materials	10 years (W)	
10. Soil Reports	Permanent (N/A)	§145.135(1), Wis. Stats
11. Pumping Reports, holding & septic tanks	7 years (W)	
12. Maps; Zoning, FEMA (Floodplain), Wetlands	Permanent until amended (N/A)	

[History; Cr. 9/96-4A; repealed and recreated, 9/24/06 -1A]