

**SHEBOYGAN COUNTY ORDINANCE NO. 14 (2018/19)**

Re: **Adopting State Municipal Records Retention Schedule**

**WHEREAS**, by the enactment of Ordinance No. 1 (2017/18), the County Board attempted to codify the County's commitment to comply with its statutory record retention requirements, and

**WHEREAS**, as part of the codification by Section 3.05(4), the County Board reaffirmed its retention schedule from 2010 which was approved by the State Public Records Board, and

**WHEREAS**, there are certain records generated by the County which do not necessarily fit into record classifications as set forth in the 2010 retention schedule but which should not necessarily default to the seven-year retention requirement otherwise mandated by Wis. Stat. § 19.21(5)(c), and

**WHEREAS**, the Public Records Board has adopted a municipal records retention schedule which refines classification to supplement the 2010 retention schedule, and

**WHEREAS**, it is in the best interests of Sheboygan County to adopt the Public Records Board schedule, a copy of which is on file with the County Clerk, as a supplement to the 2010 schedule;

**NOW, THEREFORE**, the County Board of Supervisors of the County of Sheboygan does ordain as follows:

Section 1. **Amending Code to Include State Municipal Records Retention Schedule**. Sections 3.05(4) and (5) of the Sheboygan County Code of Ordinances are hereby amended as follows to include the State Municipal Records Retention Schedule (additions indicated by strikeouts; additions by redlining):

3.05(4) RECORDS RETENTION/DISPOSITION SCHEDULE. Sheboygan County shall retain and dispose of all records pursuant to the *County Records Retention/Disposition Schedule – 2010*, including the Addenda thereto, a copy of which is on file with the County Clerk. If the Schedule does not identify a particular record, the minimum retention and time limits set forth *in the General Records Schedule for Wisconsin Municipal and Related Records, as approved by the Public Records Board on August 27, 2018, and as may be modified thereafter from time to time, shall apply. If neither of those Schedules identifies a particular record, the minimum retention and time limits in any applicable state or federal statutes shall apply. If ~~the Schedule does not identify~~ neither of these Schedules identifies a particular record and no other state or federal statute is applicable, then such record shall be kept a minimum of seven (7) years as required by Wis. Stat. § 19.21(5)(c).*

3.05(5) NOTICE TO HISTORICAL SOCIETY. Prior to the destruction of any public records, a written offer shall be made to the Historical Society for preservation of such records as it determines to be of permanent historical valuation, all pursuant to the provisions of Wis. Stat. § 44.09. This does not apply to patient health care records as defined in Wis. Stat. § 146.81(4) that are in the custody or control of the Health and Human Services Department, or to records to be destroyed to which the Historical Society has waived notice, including those records identified in the *County Records Retention/Disposition Schedule – 2010 or the General Records Schedule for Wisconsin Municipal and Related Records* referred to in Section 3.05(4) of this Code.

Section 2. **Effective Date.** The herein Ordinance shall take effect upon enactment.

Respectfully submitted this 19th day of March, 2019.

**EXECUTIVE COMMITTEE**

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Thomas Wegner, Chairperson

Vernon Koch  
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Vernon Koch, Vice-Chairperson

William C. Goehring  
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William C. Goehring, Secretary

Edward J. Proeck  
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Edward J. Procek

Robert Ziegelbauer  
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Robert Ziegelbauer

Opposed to Introduction:

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Enacted 04/16/19

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