

TOWN OF BROOKLYN, GREEN COUNTY, WI

ORDINANCE # 5.1

Adopted: 09-09-2013

Supersedes ordinance # 12-10-07

Title: Public records management - retention and destruction

Contents (Chapters)

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5.1/1 Authority and responsibility The Town Board has specific statutory authority, powers and duties pursuant to s. 19.21 (4) Wis. Stats. to manage all and ultimately destroy some obsolete public records in the possession of the Town.

5.1/2 Purpose and scope The purpose of this ordinance is to provide authorization and guidance to official custodian(s) of Town records with respect to retention and destruction of those records. It applies to records regardless of the medium in which they were created or exist at the time retention decisions are made and supersedes ordinance #12-10-07.

5.1/3 General provisions

5.1/3.1 This ordinance was adopted on a vote by a majority of the Town Board with a quorum present and voting and proper notice having been given.

5.1/4 Specific provisions

5.1/4.1 The Town Clerk is hereby declared the official custodian of all town records for purposes of this ordinance.

5.1/4.2 By resolution the Town Board shall adopt, maintain and modify as warranted, a comprehensive records retention schedule covering financial and other records.

5.1/4.3 The official custodian of the records may from time to time identify and inventory records as obsolete based on the aforementioned retention schedule.

5.1/4.4 Thereafter, the Town Board shall by resolution specifically designate such records as obsolete prior to the custodian destroying any town records.

5.1/4.5 Prior to destruction of the records described in 5.1/4.4 proper notification and time requirements of the State Historical Society of Wisconsin shall be met.

5.1/5 Standard provisions

5.1/4.1 Severability Provisions of this ordinance shall be deemed severable and it is expressly declared that the Town Board would have passed the other provisions of this ordinance irrespective of whether or not one or more provisions may be declared invalid. If any provision or the applicability hereof to any person or circumstance is held invalid, the remainder of the ordinance and the application of such provision(s) to other persons or circumstances shall not be affected thereby.

5.1/4.2 Headings and titles Headings and labels in this ordinance are for the convenience of the reader only and do not provide independent meaning or substance to this ordinance.

5.1/6 Miscellaneous

5.1/6.1 Effective date

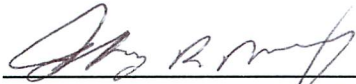
This ordinance shall take effect on 9/16/2013 or one day after its posting, whichever comes later.

5.1/6.2 Publication and posting The Town clerk shall properly post this ordinance as required under s 60.80, WI statutes.

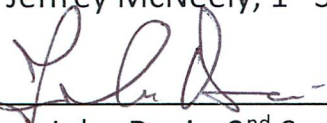
Adopted this 9th day of September 2013.



James B. Scrivner, Chairman

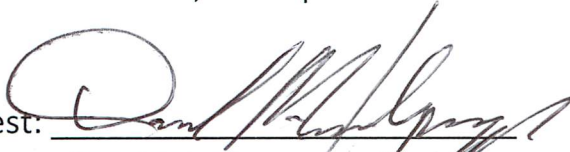


Jeffrey McNeely, 1st Supervisor



John Davis, 2nd Supervisor

Attest:



Dan Meixelsperger, Clerk

POSTED 9/10/2013