

TOWN
OF
EUREKA
Polk County Wisconsin

Ordinance No. 21-01-O

ORDINANCE ADOPTING THE "WISCONSIN MUNICIPAL RECORDS SCHEDULE"

The Town Board of the Town of Eureka, Polk County, Wisconsin does hereby ordain as follows:

Section 1: Purpose

The purpose of this ordinance is to provide the legal custodian(s) of public records in the possession of the Town of Eureka with the authority to retain and destroy those records.

Section 2: Authority

The Town Board of the Town of Eureka, Polk County, Wisconsin, has the specific authority under ss. 60.83 and ss. 19.21(4), Wis. Stats., to adopt an ordinance to address the management and destruction of public records.

Section 3: Adoption of Wisconsin Municipal Records Schedule

The Wisconsin Municipal Records Schedule, as approved by the Public Records Board on August 27, 2018, attached hereto and incorporated herein by reference, is hereby adopted by the Town Board of the Town of Eureka as the Town's official record retention schedule.

Section 4: Notification to Wisconsin State Historical Society

When a record has met the terms of the retention period, the record may be destroyed by the legal custodian of the record, provided the custodian has complied with the notification requirement set forth in s. 19.21(4), Wis. State., to Wisconsin State Historical Society.

Section 5: Conflict

In the event of any conflict between the terms of this ordinance and any applicable state statutes, the applicable state statutes shall control.

Section 6: Revocation of preceding Ordinance

This ordinance hereby revokes and supersedes any prior resolution or ordinance adopted by the town board relating to the retention and destruction of public records of the Town of Eureka.

Section 7: Effective Date

The ordinance shall become effective upon its publication and/or posting in the manner set forth in s.60.80, Wis. Stats.

The Town Clerk shall properly publish this ordinance as required under Wisconsin Statutes 60.80.

Adopted this 14th of October, 2021 by Resolution 21-15

Donald Anderson

Donald Anderson, Town Chairman

David Anderson

Attest: David Anderson, Town Clerk