

Chapter 3 RECORDS RETENTION

Sec. 3-1.	Purpose.
Sec. 3-2.	Historical Records.
Sec. 3-3.	Definitions.
Sec. 3-4.	Countywide.
Sec. 3-5.	Aging and Disability Resource Center.
Sec. 3-6.	Child Support.
Sec. 3-7.	Coroner.
Sec. 3-8.	Corporation Counsel.
Sec. 3-9.	County Administrator.
Sec. 3-10.	County Clerk.
Sec. 3-11.	Courts.
Sec. 3-12.	District Attorney and Victim Witness.
Sec. 3-13.	Environmental Health.
Sec. 3-14.	Facilities.
Sec. 3-15.	Finance Records.
Sec. 3-16.	Health Department.
Sec. 3-17.	Highway.
Sec. 3-18.	Human Services.
Sec. 3-19.	Information Technology.
Sec. 3-20.	Land Conservation.
Sec. 3-21.	Parks.
Sec. 3-22.	Personnel.
Sec. 3-23.	Planning and Zoning.
Sec. 3-24.	Public Works and Purchasing.
Sec. 3-25.	Recycling and Solid Waste.
Sec. 3-26.	Register of Deeds.
Sec. 3-27.	Risk Management.
Sec. 3-28.	Sheriff.
Sec. 3-29.	Treasurer.
Sec. 3-30.	Veterans Service Office.
Sec. 3.31.	Destruction After Request for Inspection.
Sec. 3.32.	Microfilming or Optical Disk Storage of Department Records.

Sec. 3-1. Purpose.

The purpose of this section is to establish and maintain a countywide records retention schedule and authorize destruction of county records pursuant to that schedule on an annual basis. Record custodians do not have the authority to destroy records prior to the established retention period unless such records have been reproduced as original records pursuant to Wis. Stats. §§ 16.61(7) or 16.612 and under this section. If there is not a specific law requiring a specific retention period, all records shall be retained seven (7) years, unless the Wisconsin Public Records Board fixes a shorter period.

Sec. 3-2. Historical records.

The state historical society has waived the required statutory 60-day notice under Wis. Stats. § 19.21(5)(d) for the records marked "W" which designates waived notice. The state historical society must be notified prior to destruction of records marked "N" designating nonwaiver. Notice is also required for any record not listed in this section. "N/A" indicates not applicable and applies to all county records designated for permanent retention.

Sec. 3-3. Definitions.

As used in this section the following words and terms shall have the meanings respectively ascribed:

- (1) *Legal custodian* means the individual responsible for maintaining records pursuant to Wis. Stats. § 19.33.
- (2) *Record* means record as defined in Wis. Stats. § 16.61(2)(b).

Sec. 3-4. Countywide.

The following records are found throughout various departments in the county and are subject to uniform retention unless otherwise specified:

RECORD	RETENTION	NOTICE	AUTHORITY
(1) Contracts, leases, agreements	7 years after last effective date	W	WS §59.52(4)(a)10
(2) Insurance policies			
(a) Claims made	7 years after expiration	W	WS § 59.52(4)(a)10
(b) Occurrence	Permanent	W	
(3) Cancelled checks	7 years	W	WS § 59.52(a)16
(4) Receipts	7 years	W	
(5) Accounts Payable: purchasing Invoices; vouchers; detail listing; Vendor	7 years	W	
(6) Accounts Receivable; receipts	7 years	W	
(7) Vouchers/order register	7 years	W	
(8) Construction plans for county Buildings and bridges	Life of structure	N	
(9) Blueprints	Until superseded by as-built tracings	N	
(10) As-built tracings	Life of project	W	
(11) Personnel records	See section 3-21	W	
(12) Warranty records	Life of product or end of warranty, whichever occurs first	W	
(13) Equipment and furnishings Inventories	Until superseded	W	
(14) Citations (copies)	2 years	W	

(15)	Material safety data sheets	30 years after substance received	W
(16)	Volunteer / unpaid intern program records	2 years after end of service	W
(17)	Policies and procedures	Until superseded	W
(18)	Press releases	1 year	W
(19)	Any record subject to litigation, claim, audit or other action	Until permission to destroy obtained from corporation counsel	W

Sec. 3-5 Aging and Disability Resource Center.

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 reasonably considered as pertinent to the grant/contract are governed by 45C.F.R. Part 74.

RECORD	RETENTION	NOTICE	AUTHORITY
(1) Records are defined above	3 years from date last federal expenditure report for each grant award is submitted to HSS	W	
(2) Litigation, claims, audit, or other Action involving records	Completion of action and resolution of all issues or the regular 3 year period, whichever is later	W	
(3) Equipment records	3 years from date of disposition or replacement or transfer (direction of awarding agency)	W	
(4) Indirect cost rate proposals and cost Allocation plans	4 years from the end of the contract covered by the plan or proposal	W	
(5) Non-expendable property acquired with Title III or other federal or state funds	At least 3 years after the final sale or dispositions	W	
(6) In case of litigation, claim, audit or other action involving records or records concerning non-expendable property	Until authorization has been obtained by the awarding agency to dispose of records	W	

Sec. 3-6 Child Support.

Records of the Child Support Agency shall be retained as follows:

RECORD	RETENTION	NOTICE	AUTHORITY
(1) Expenditure reports and	3 years	W	45 CFR 74.20-25

	supporting documentation			
(2)	Statistical reports and supporting documentation	3 years	N	45 CFR 74.20-25
(3)	Client/case records including client Attorney information	7 years after case closure	W	
(4)	Records of required client notification	7 years after case closure	W	45 CFR 74.20-25

Sec. 3-7 Coroner.

Records of the Coroner's Office and records related to deaths in the county shall be retained as follows:

RECORD	RETENTION	NOTICE	AUTHORITY
(1)	Homicide or suspicious death Investigation case files	Permanent	N/A
(2)	Other investigation case files	7 years unless subject to litigation and then until litigation resolved	W
(3)	Case face sheet logs	Permanent	N/A
(4)	Cremation case files	Permanent	N/A
(5)	Case files	75 years	W

Sec. 3-8 Corporation Counsel.

Records of the Corporation Counsel Division shall be retained as follows:

RECORD	RETENTION	NOTICE	AUTHORITY
(1)	Case files/non-litigation	3 years	W
(2)	Case files/litigation	3 years after closure or when appeal time has run, whichever is longer or per SCR 72	W
(3)	CHIPS (Child in Need of Protective Services) Juvenile Records	2 years after child's 18 th birthday	W
(4)	JIPS (Juvenile in Need of Protective Services) Juvenile Records	2 years after child's 18 th birthday	W
(5)	Dismissals – 51.45	3 years after creation	W
(6)	Guardianship Files	7 years after termination of guardianship	W

(7)	Lawsuits and Habeas Corpus	3 years after closure or when appeal time has run out, whichever is longer or per SCR	W
(8)	Legal fees, outside counsel	5 years	W
(9)	Legal memos	Permanent	N/A
(10)	Legal opinions	Permanent	N/A
(11)	Mental commitment cases	3 years after closed	W
(12)	Real estate closing files	Permanent	N/A
(13)	Termination of parental rights (TPRs)	45 days after child's 19 th birthday	W
(14)	Truancy referrals	1 year after child's 18 th birthday	W

Sec. 3.9 County Administrator.

Records of the County Administrator and records related to that office shall be retained as follows:

RECORD	RETENTION	NOTICE	AUTHORITY
(1) Message to the County Board	7 years	W	WS 59.18(5)
(2) Board and commission appointments	Until superseded	W	WS 59.18(2)(c)
(3) Department head appointments	Until superseded	W	WS 59.18(2)(b)
(4) Security plan	Until superseded	W	
(5) Continuity of governance/operational plans	Until superseded	W	

Sec. 3-10 County Clerk.

Records of the County Clerk's Office and records related to the County Clerk's Office shall be retained as follows:

RECORD	RETENTION	NOTICE	AUTHORITY
(1) Notices of tax apportionment from Secretary of State	3 years	W	WS 59.52(4)
(2) Copies of notices of tax apportionment sent to local taxing districts	3 years	W	WS 59.52(4)

(3)	Records of bounty claims forwarded to DNR	1 year	W	WS 59.52(4)
(4)	List of town, city, and village officers certified to county clerk	After date of expiration of term	N	WS 59.52(4)
(5)	Crop reports by local assessors	3 years	W	WS 59.52(4)
(6)	Illegal tax certificates charged back	3 years after charging back	W	WS 59.52(4)
(7)	Notices of application for taking of tax deeds and certificates of non-occupancy, proofs of service and tax certificates filed	15 years	W	WS 59.52(4)
(8)	Official bonds	6 years	W	WS 59.52(4)
(9)	Claims paid by county and supporting papers	7 years or until audited, whichever is earlier	W	WS 59.52(4)
(10)	Reports of town treasurers on dog licenses sold and records of dog licenses issued	3 years	W	WS 59.52(4)
(11)	Copies of receipts issued by treasurer	4 years or until audited, whichever is earlier	W	WS 59.52(4)
(12)	Copies of notices to town assessors re lands sold and owned by county	3 years	W	WS 59.52(4)
(13)	Oaths of office	7 years	W	WS 59.52(4)
(14)	Marriage license applications and supporting papers	10 years	W	WS 59.52(4)
(15)	Original papers, resolutions, and reports concerning county board proceedings	6 years after date of publication	N	WS 59.52(4)
(16)	County board and committee records	7 years	N	
(17)	Deeds	Permanent or listing of when and where recorded	N/A	
(18)	Abstracts and certificates of title, title insurance policies	Permanent or as listing of when owned	N/A	
(19)	Cancelled bonds, coupons and promissory notes	Until audited	N/A	
(20)	Bond and coupon record book, and general obligation bonds	30 years after bond issue expires or following payment of all outstanding matured bonds,	W	

		notes, coupons, whichever is later		
(21)	Apportionment maps	Until next apportionment	W	
(22)	Certificate mileage lists	Until next list received	W	
(23)	Town plats	7 years	W	
(24)	Relocation orders/maps	Retain latest revision for each project	W	
(25)	Journal of proceedings	7 years after publication date	N	
(26)	Cancelled registration cards	4 years after cancellation	W	WS 7.23(1)(c)
(27)	Financial registration statements and reports	6 years after date of termination of registrant	W	WS 7.23(1)(d)
(28)	Financial campaign reports	6 years after date of receipt	W	WS 7.23(1)(d)
(29)	Registration and poll lists:		W	WS 7.23(1)(e)
	(a) non-partisan elections	22 months after election	W	
	(b) partisan elections	22 months after election	W	
(30)	Federal election records other than registration cards	22 months	W	WS 7.23(1)(f)
(31)	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	W	WS 7.23(1)(g)
(32)	Electronic ballot tallies	22 months after date of election	W	WS 7.23(1)(g)
(33)	Ballots			
	(a) non-federal elections	30 days after election	W	WS 7.23(1)(h)
	(b) federal elections	22 months after election	W	WS 7.23(1)(f)
(34)	Official canvasses	10 years after election	W	WS 7.23(1)(i)
(35)	Election notices and proofs of publication and correspondence	1 year after date of election	W	WS 7.23(1)(j)
(36)	All other election materials and supplies	90 days after election	W	WS 7.23(1)(k)
(37)	Records transferred by registrants who submit dissolution reports after primary and general elections	3 years after their last election	W	WS 10.74(8)(e)

Sec. 3-11 Courts.

All records maintained by the Clerk of Courts, Register of Probate, Juvenile Court, or Juvenile Intake Office relating to Juvenile Court, and the Family Court Commissioner shall be retained in compliance with §757.54 of the Wisconsin Statutes and Supreme Court Rules Chapter 72. Records not specified therein of a general countywide nature shall be retained pursuant to sec. 3-4.

RECORD	RETENTION	NOTICE	AUTHORITY
(1) Shelter Care records	Until child's 21 st birthday except permanent register of names of children and dates of admission and release	W	HFS 59.07(3)(b)
(2) Secure juvenile facility records	10 years after 18 th birthday	W	DOC 346.13 and SCR 72

Sec. 3-12 District Attorney and Victim Witness.

District Attorney records are governed by state record retention schedules. Call the State Prosecutors Office at 608-267-2700 for information on retention and disposition of these records.

Sec. 3-13 Environmental Health.

Environmental Health related records shall be retained as follows:

RECORD	RETENTION	NOTICE	AUTHORITY
(1) Animal Bite Files	10 years	W	ATCP 13
(2) Animal Bite Log	1 year	W	
(3) Animal Complaint Log	7 years	W	
(4) Block Grant	7 years	W	
(5) Colilert Culture Quality Control	5 years	W	
(6) Commercial Premise Files	Permanent	N/A	
(7) Environmental Health Mileage Code Dailies	7 years	W	
(8) Establishments Out of Business, Dept. of Agriculture	Permanent	N/A	
(9) Fluoride Nitrate Test Results	5 years	W	
(10) Food and Liquor License Establishments	7 years	W	
(11) Food Borne Illness / Establishment Complaint Files	7 years after complaint filed	W	
(12) Food Sample Reimbursement	7 years	W	

Documentation				
(13)	Ground Water Monitoring Reports	20 years	W	
(14)	Hazardous Waste Department Investigations	3 years	W	NR 630.31(1)(f)
(15)	Holding Tank Files	3 years	W	
(16)	Holding Tank Maintenance Cards	2 years	W	
(17)	Hotel / Motel Inspections	3 years	W	HSS 192.01 & 192.08(1)
(18)	Hotel / Restaurant Licensed Establishments Log	Permanent	N/A	
(19)	Inspections for Peddler's Permits	3 years	W	HSS 192.01 & 192.08(1)
(20)	Lead Inspections (Poisonous and Non-Poisonous)	Permanent	N/A	
(21)	Nitrate Analysis Reports (ISE)	Permanent	N/A	
(22)	Premise Files	Permanent	N/A	
(23)	Private Sewage System Inspection Reports	Permanent	N/A	
(24)	Property Site Inspections	10 years	W	
(25)	Public Camp Grounds	3 years	W	HSS 192.01 & 192.08(1)
(26)	Radon Grants	7 years	W	
(27)	Radon Lab Results	7 years	W	
(28)	Recreational Educational Camps	3 years	W	HSS192.01 & 192.08(1)
(29)	Restaurant and Retail Consumer Complaints	10 years	W	
(30)	Restaurant Licensing and Inspection Files	10 years	W	
(31)	Restaurants, Out of Business	Permanent	N/A	
(32)	Retail Food Establishment Inspection Log	Permanent	N/A	
(33)	Retail Food Establishment Inspections	10 years	W	

(34)	School Inspection Files	10 years	W	
(35)	Septic Permits	Permanent	N/A	
(36)	Septic System Inspection Files	Permanent	N/A	
(37)	Sewage Complaints	Permanent	N/A	
(38)	Soil Test Reports	Until land developed and permit issued	W	
(39)	Storage Tank Installation and Removal	Permanent	N/A	
(40)	Storage Tank Registration and Permit Records	7 years	W	
(41)	Storage Tank Remediation Financial Records	7 years	W	
(42)	Storage Tank Remediation	Permanent	N/A	
(43)	Swimming Pool Inspections	3 years	W	HSS 192.01 & 192.08(1)
(44)	Swimming Pool Licensing Log	2 years	W	
(45)	Temperature Log, Refrigerator and Incubator	5 years	W	
(46)	Transportation Site Inspections	10 years	W	
(47)	Vending Machine Inspection Log	1 year	W	
(48)	Vending Machine Licensing	10 years	W	
(49)	Water Sampling Summary Reports	5 years after audit	W	
(50)	Well Inspection Lab Note Log	5 years	W	
(51)	Well Inspection Logs	Permanent	N/A	
(52)	Well Surveys	5 years	W	
(53)	Wisconsin Fund Grant Program Files	7 years	W	

Sec. 3-14 Facilities.

Facilities Division and facility related records shall be retained as follows:

RECORD	RETENTION	NOTICE	AUTHORITY
(1) Blueprints	Permanent or until building disposed of	W	

(2)	Shop drawings	Permanent	N/A	
(3)	Equipment and machine maintenance	Life of equipment	W	
(4)	Utility usage	7 years	W	
(5)	Inventory	Until superseded	W	
(6)	Keying list / access control	Until superseded	W	
(7)	Material safety data sheets	30 years after substance received	W	
(8)	Environmental health and safety records	7 years	W	
(9)	Surveillance Recordings-Audio/Video			
(a)	Monitoring and surveillance that document incidents that may lead to claims against the county.	120 days	W	§893.80 Wis. Stats.
(b)	Monitoring and surveillance recordings showing no discernable incidents.	Retain only until no longer needed	W	Public Records Board Schedule Facilities 82

Sec. 3-15 Finance Records.

Finance Division and finance related records shall be retained as follows and as established through policies of the Finance Division:

RECORD	RETENTION	NOTICE	AUTHORITY
(1) General ledger/Trial balance	7 years	N	
(2) Payroll register, other payroll, reports and Social Security and retirement earnings reports	7 years after current fiscal year	W	
(3) Employee wage and tax statements and other tax records	7 years after current fiscal year	W	
(4) Time cards, attendance records, salary schedules	7 years after current fiscal year	W	
(5) Garnishment records	7 years after current fiscal year	W	
(6) Retirement records	8 years after end of service	W	
(7) Budget	7 years	W	
(8) Audit (external)	7 years	W	

(9)	Audit (internal)	Until superseded	W
(10)	General obligation bonds/notes	30 years after bond expires or following payment of all outstanding matured bonds, notes, coupons, whichever is later	W
(11)	Accounting for fixed assets	4 years after disposal	W
(12)	Journal Entries	7 years	N
(13)	Capital Improvement Plan (CIP)	7 years	W

Sec. 3-16 Health Department.

The Public Health Department and public health related records shall be retained as follows:

RECORD	RETENTION	NOTICE	AUTHORITY
ADMINISTRATIVE			
(1)	Accounts receivable Client Records	10 years after audit	W
(2)	Agency Evaluations	7 years	W §19.21 Wis. Stats.
(3)	Agency Goals, objectives, short and long term strategic plans	7 years	W §19.21 Wis. Stats.
(4)	Audit Reports, Vendor	7 years	W
(5)	CARS (Community Aids Reporting System) reports	Permanent	N/A
(6)	Cash Grant Vouchers	7 years	W
(7)	Certification of Destruction (Records)	Permanent	N/A
(8)	Daily Activities Report	7 years	W §19.21 Wis. Stats.
(9)	Daily Deposit Spreadsheets	7 years	W
(10)	Fiscal Records, Billing, Budget	7 years	W
(11)	Grant Reconciliation Working Papers	Permanent	N/A
(12)	Grants	4 years after notification of denial or grant completion	W
(13)	HIPAA Documentation (Health Insurance Portability and Accountability Act)	7 years	W HIPAA

(14)	Inventories, facility and equipment	7 years	W	§19.21 Wis. Stats.
(15)	Inventory, or non-expendable personal property	7 years after property disposed of	W	§19.21 Wis. Stats.
(16)	Medicare Cost Report	Permanent	N/A	
(17)	Mission Statement, Philosophy, Purpose	7 years	W	§19.21 Wis. Stats.
(18)	Patient Billing Activity Logs	7 years	W	
(19)	Policies and Procedures (Program related)	7 years	W	§19.21 Wis. Stats.
(20)	Policies and Procedures (Records related)	Until superseded or record series no longer exists	W	
(21)	Purchase Orders EDS (Electronic Data Storage)	7 years	W	
(22)	Reconciliation Working papers	Permanent	N/A	HHS 54.06 (2)(a)(6)
(23)	State Reports (942/943)	Permanent	N/A	
(24)	Taped meeting minutes	90 days after approval date and publication	W	§19.21 Wis. Stats.
(25)	W.I.C. Case Files	3 years after current fiscal year	W	7 CFR 246.25
(26)	W.I.C. State Reports	3 years	W	
CLIENT AND/OR FAMILY CARE				
(27)	Agency Program Evaluation	7 years	W	§19.21 Wis. Stats.
(28)	Birth Certificate Information	1 year after receipt of copy	W	§69.20(3) Wis. Stats.
(29)	Care Coordination: Adult	7 years	W	§19.21 Wis. Stats.
(30)	Care Coordination: Minor	5 years after 18 th birthday	W	§19.21 Wis. Stats.
(31)	Client Listing	1 month	W	
(32)	Client Record/Patient Care: Adult	7 years	W	§19.21 Wis. Stats.
(33)	Client Record/Patient Care: Minor	5 years after 18 th birthday	W	§19.21 Wis. Stats.
(34)	Clinic Record, blood pressure forms	7 years	W	
(35)	Complaint Investigation Record	7 years	W	

(36)	Health Check / Well Child: Adult	7 years	W	§19.21 Wis. Stats.
(37)	Health Check / Well Child: Minor	5 years after 18 th birthday	W	§19.21 Wis. Stats.
(38)	Health Fair Records	7 years	W	
(39)	Home Care Records	6 years after the month the cost report is filed with the intermediary, maintain even if program is discontinued	W	
(40)	Lead Screens	7 years	W	
(41)	Monthly Clinic Statistic Report	1 year	W	
(42)	Monthly Nurses Calendar	1 year	W	
(43)	Short Term Record: Adult	7 years	W	§19.21 Wis. Stats.
(44)	Short Term Record: Minor	5 years after 18 th birthday	W	WS 19.21
COMMUNICABLE DISEASE RECORDS				
(45)	Clinic Record, STD Clinic	7 years	W	
(46)	Communicable Disease Outbreak Records [DOH 4142 (Rev. 8/860 & is complete DOH 90810) (Original to State Epidemiologist)]	Until Investigation is complete	W	
(47)	Communicable Disease Reports (4151) – Local Copy (Original to State Epidemiologist): Adult	7 years	Waived	
(48)	Communicable Disease Reports (4151) – Local Copy (Original to State epidemiologist): Minor	5 years after 18 th birthday	W	
(49)	Hep. B / TB Case Records	30 years after severance	W	
(50)	Immunization Administration Record	Permanent	N/A	National Childhood Injury Act of 1996
(51)	Immunization Record: Adult	7 years	W	§19.21 Wis. Stats.
(52)	Immunization Record: Minor	5 years after 18 th birthday	W	§19.21 Wis. Stats.
(53)	Referral Listing	7 years	W	
(54)	Signature of Person to Receive Vaccine or Person Authorized to make request for Immunization: adult	10 years	W	

(55)	Signature of Person to Receive Vaccine or Person Authorized to make request for Immunization: minor	5 years after 18 th birthday	W
(56)	STD Report (4343) – Local Copy (Original to State Epidemiologist: Adult)	7 years	W
(57)	STD Report (4343) – Local Copy (Original to State Epidemiologist: minor)	5 years after 18 th birthday	W
COMMUNITY EDUCATION			
(58)	Curriculum	7 years	N
(59)	Educational Materials	7 years	N
(60)	Evaluation	7 years	N
(61)	Program Materials	7 years	N
ENVIRONMENTAL HEALTH RECORDS			
(62)	Health Hazard Investigations	7 years	W
(63)	Licensed Establishments Inspection reports	3 years	W
(64)	Water Sample Reports	7 years	W

Sec. 3-17 Highway.

Highway Department and highway related records shall be retained as follows:

RECORD	RETENTION	NOTICE	AUTHORITY
(1) Machinery, time sheets	1 year after machinery replaced	W	
(2) Permits	Permanent	N/A	
(3) State gas reports	3 years	W	
(4) Accident reports (copies)	3 years	W	
(5) Insurance reports (copies)	3 years	W	
(6) Stock control records	2 years	W	
(7) Fuel usage reports	2 years	W	
(8) Heavy equipment and vehicle Inventory ledger	Until superseded	W	
(9) Vehicle maintenance histories	Life of vehicle	W	

(10)	Vehicle expense reports	Life of vehicle	W
(11)	Vehicle usage reports	2 years	W
(12)	Fleet car usage, purchase requisitions	1 year after audit	W

Sec. 3-18 Human Services.

Human Services Department and human services related records shall be retained as follows:

RECORD	RETENTION	NOTICE	AUTHORITY
(1) Case records and other materials of all public assistance kept as required under Chapter 49	If no payments have been made for at least 3 years and a fact sheet and financial record retained per DHSS	N	WS 59.52(4)(a)18
(2) Original fiscal records	7 years	W	
(3) Juvenile records	7 years	W	
(4) Open public assistance case records			
(a) All data forms; case determination sheets; work sheets; medical assistance certification sheets, sheets which document the verification of changeable items, such as income or health status; correspondence to and from applicants and recipients; and any other documents needed to support income maintenance agency decisions	To cover most recent 6 year period	W	DCF 121
(b) Sheets which document the verification of unchangeable items, such as social security numbers, birth dates, and citizenship	As long as case is open	W	DCF 121
(c) Financial record for all payments not on file in CRN	As long as case is open	W	DCF 121
(5) Closed public assistance cases and denied cases			
(a) Records specified in DCF 121 closing	3 years following date of	N	DCF 121

	(b) Most recent data, records specified in DCF 121 and materials relating to any lack of cooperation on the part of a recipient	6 years from date of closing	N	DCF 121
	(c) Most recent data forms and records specified in DCF 121	3 years from date of denial	N	DCF 121
(6)	Social Services Case Files			
	(a) State required case documentation: initial contacts sheet; notice of agency action; social services face sheet; social services agreements; social services narrative; financial information; and any other records documenting client eligibility and activity	3 years after case is closed	W	DHSS Memo (82-1A)
	(b) State required and 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; case review forms; client or services agreements; forms and documentation of eligibility or financial status	3 years after case is closed	W	
	(c) Social services records for cases not opened for services, applications, referral actions not resulting in case opening, miscellaneous requests and correspondence about individual clients from consumer and other agencies which do not result in case opening	1 year after final action/determination	W	
(7)	51.42/437 treatment records	7 years unless minor, then until 19 years of age or 7 years after treatment completed, whichever is longer	W	DHS 92.12
	(a) Undergoing federal or state audit	Until completion of legal action or audit	W	DHS 92.12

	(b) Relating to legal action completion of audit	Until completion of legal action or audit	W	DHS 92.12
(8)	Client collection files			
	(a) Active client records	Active as long as liability exists except for inpatient mental services when 3 rd party sources are exhausted and it has been determined the responsible parties have a permanent inability or unlikely future ability to pay	W	DHS 1.06
	(b) Inactive client records	5 years except where liability for inpatient mental health services remains, then 10 years after last transaction posted to the record	W	DHS 1.06
(9)	Payee records	7 years	W	
(10)	Case management files	7 years	W	
(11)	Payee miscellaneous documents	3 months after audit completed	W	
(12)	Child-placing agency records			
	(a) Register identifying information about children accepted for service or placement	Permanent	N/A	DCF 54.06
	(b) Individual case records for each child	7 years after case closed	W	DCF 54.06
	(c) Individual foster home records for each foster home used by the agency, which includes signed applications and agreements	7 years	W	DCF 54.06
	(d) Individual records of studied adoptive applicants	7 years	W	DCF 54.06
	(e) Financial reports and audits	7 years	W	DCF 54.06
	(f) Licensing and certification records for in-home and family day care, adult family homes, foster homes, and group foster homes for children; application or other	2 years after the license or certificate is no longer active	W	

	requested forms, inspection and observation check lists, correspondence, other documentation relating to licensing or certification, and approved license or certificate			
(g)	Licensing and certification certification records for above types of facilities where license or certificate was not approved	1 year after final action/determination	W	
(h)	Adoption records County agencies providing child welfare services under Wis. Stat. § 48.56 or child-placing agencies licensed under Wis. Stat. § 48.60 should follow the detailed procedures for adoption information search and disclosure in DCF 53	Permanent	N/A	DCF 53.07
(13)	Third-party recovery records	7 years	W	
(14)	Fraud referral records			
(a)	Unfounded	3 years after determination and Microfilm essential information	W	DCF 121
(b)	Founded – referred DA	7 years after determination and Microfilm essential information	W	DCF 121
(c)	Founded – other	5 years after determination and Microfilm essential information	W	

Sec. 3-19 Information Technology.

The Information Technology Division provides reports for all departments and electronically stores information for each department. Files and records in storage shall be maintained pursuant to the guidelines established throughout this chapter.

Sec. 3-20 Land Conservation.

Land conservation and land resources related records shall be retained as follows:

RECORD	RETENTION	NOTICE	AUTHORITY
(1) Agriculture Compliance	Permanent	N/A	

Inventory & Data Base				
(2)	Cost Sharing Agreement Records	3 years after termination or expiration of all contracts signed that year	Waived	NR 120, ATCP 50
(3)	County Mining and Yard Waste Contracts	Permanent	N/A	
(4)	Detailed Design Drawings (Land and Water Conservation Designs)	Permanent	N/A	
(5)	Drainage District Files	Permanent	N/A	
(6)	Erosion and Storm Water Permits	Permanent	N/A	
(7)	Farm and Resource Conservation Plans	Permanent	N/A	120-GM, 408-98, SCS/CRS(29)(31)(a) Wis. Stat. §92.104
(8)	Land and Water Resource Management Plans	Permanent	N/A	
(9)	Land Conservation Grants	7 years	W	
(10)	Non-Metallic Mining Permit Files	Permanent	N/A	
(11)	Wetland Site and Inventory Maps	Permanent; maintain and update	N/A	
(12)	Co. Animal Waste Management Plan	Until updated	W	
(13)	Co. Erosion Control Plan	Permanent; 10 year update	N/A	
(14)	Co. Farmland Preservation Plan and Maps	Permanent	N/A	Wis. Stats. §91.63
(15)	Groundwater inventory well permit Records, well logs, map inventory and database, and groundwater chemistry inventory	Permanent; maintain and update	N/A	
(16)	Aerial photographs and USDA Section Slides	Permanent; maintain and update	N/A	
(17)	Annual ASCS section slides	Permanent	N/A	
(18)	Conservation easement records	Permanent	N/A	
(19)	County Forest Timber Sale Records	Permanent	N/A	

(20)	County Forest Inventory Records	Permanent	N/A
(21)	County Forest Comp. Land Use Plan	Permanent; 15 year update	W
(22)	State Forestry Aid Grants and Loans	Permanent	W
(23)	Interagency Memoranda of Understanding	Until superseded	W
(24)	State Recreation Grants and Loans	7 years or life of project	W

Sec. 3-21 Parks.

Parks related records shall be retained as follows:

RECORD	RETENTION	NOTICE	AUTHORITY
(1)	Master park plan	Permanent	N/A
(2)	Plats	Permanent	N/A
(3)	Aerial photographs	Permanent	N/A
(4)	Citation and park patrol records	2 years	W
(5)	Guidebooks, trail information	Until updated or no longer useable	W
(6)	Wisconsin Conservation Corps projects/crew information	3 years	W
(7)	Annual work plans	3 years	W
(8)	Dam information	Permanent	N/A
(9)	Equipment and vehicle registration reports	Until equipment and vehicle is disposed of	W
(10)	General information	Until updated	W
(11)	Land acquisitions-deeds, abstracts	Permanent or until land disposed of	N/A

Sec. 3-22 Personnel.

Personnel related records shall be retained as follows:

RECORD	RETENTION	NOTICE	AUTHORITY
--------	-----------	--------	-----------

(1)	Withholding allowance certificates	8 years after end of service	W
(2)	Employee benefit records	7 years	W
(3)	Performance evaluations and medical records	8 years after end of service	W
(4)	EEO-4 reports	7 years	W
(5)	Obsolete job descriptions, and any personnel or employment records made or kept, including but not limited to application forms or test papers by applications and other records of decisions pertaining to hiring, promotion, demotion, transfer, layoff, 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
(6)	Union contracts and, grievance, mediation, and arbitration records	Permanent	N/A
(7)	Unemployment compensation records	4 years	W
(8)	Individual employee personnel files, background and caregiver checks, photographs	8 years after end of service	W
(9)	Accident reports, injury claims and settlements; injury frequency charts	8 years after end of service	W
(10)	Deferred compensation records	7 years	W
(11)	Directives and policies	7 years after being updated or terminated	W
(12)	Department training records	7 years	W
(13)	Employee exposure and related medical records	75 years after exposure	W
(14)	Employee Eligibility Verification (I-9)	3 years after date of filing or 1 year after termination, whichever is later	W
(15)	Recruitment records	4 years after close of recruitment	W
(16)	Volunteer / unpaid intern	2 years after end of service	W

		program records	
(17)	Unsolicited resumes/general interest in employment	6 months	W
(18)	Drug and alcohol testing records	2 years	W
(19)	Drug and alcohol testing records (positive results)	5 years	W

Sec. 3-23 Planning and Zoning.

Planning and Zoning Department and planning and zoning related records shall be retained as follows:

RECORD	RETENTION	NOTICE	AUTHORITY
(1) Certified surveys	Permanent	N/A	
(2) Assessors plats	Permanent	N/A	
(3) Permit applications	Permanent	N/A	
(4) Code compliance inspection reports	Permanent	N/A	
(5) Approved building plans	Life of project	W	
(6) Permit records	Permanent	W	
(7) Quarter section maps, copies	Until superseded	W	
(8) Decisions and supporting documents of Board of Adjustment	Permanent	N/A	

Sec. 3-24 Public Works and Purchasing.

Records related to public works and purchasing shall be retained as follows:

RECORD	RETENTION	NOTICE	AUTHORITY
(1) Bids and proposals, successful	7 years after contract expiration	W	
(2) Bids and proposals, unsuccessful	2 years	W	
(3) Property inventory	Until superseded	W	
(4) Public Works contacts			
(a) Notice to contractors			
1. Successful bidders	7 years	W	
2. Unsuccessful bidders	2 years	W	
(b) Bidder's proof of responsibility			

1.	Successful bidders	7 years	W
2.	Unsuccessful bidders	2 years	W
(c) Bids			
1.	Successful bidders	7 years after completion of project	W
2.	Unsuccessful bidders	2 years	W
(d) Affidavit of organization and authority			
1.	Successful bidders	7 years after completion of project	W
2.	Unsuccessful bidders	2 years	W
(e)	Bid tabulations	7 years after completion of project	W
(f)	Performance bond	7 years after completion of project	W
(g)	Contract	7 years after completion of project	W
(h)	Master Project files	20 years	W
(5)	Purchase orders	7 years	W

Sec. 3-25 Recycling and Solid Waste.

Records related to recycling and solid waste shall be retained as follows:

RECORD	RETENTION	NOTICE	AUTHORITY
(1) Computer Recycling Reports	Permanent	N/A	
(2) County Compost Facility Reports	Permanent	N/A	
(3) County Landfill Agreements	Until superseded	W	
(4) Feasibility Studies	Permanent	N/A	
(5) Hazardous Waste Collection Grant Program Files	5 years	W	
(6) Hazardous Waste Surveys	3 years	W	§ NR 544.07 Wis.
(7) Household Hazardous Waste (Clean Sweep)	Permanent	W	§ Nr 187 Wis. Admin. Code
(8) Materials Recycling Facility Monthly Reports	3 years after superseded	W	
(9) Recycling Grants	7 years after audited	W	
(10) Recycling Newsletter	10 years	W	
(11) Service Agreement (MRF)	7 years after termination	W	
(12) Solid Waste Management Plan	Permanent	N/A	

Sec. 3-26 Register of Deeds.

Register of Deeds records are permanent as to all official records or as otherwise provided throughout this chapter. Obsolete documents pertaining to chattels, including final books of entry shall be retained for six years pursuant to Wis. Stats. § 59.43(12).

Sec. 3-27 Risk Management.

Records related to risk management shall be retained as follows:

RECORD	RETENTION	NOTICE	AUTHORITY
(1) Workers compensation records	12 years after case is closed	W	WS Chapter 102
(2) Incident / injury reports	7 years	W	
(3) Certificates of insurance	7 years	W	WS 59.52(4)
(4) OSHA 300 log	5 years after end of calendar year covered by the log	W	29CFR1904.33
(5) Safety records	7 years	W	
(6) Safety manual	Until superseded	W	
(7) Employee exposure and related medical records	30 years after exposure	W	
(8) Material safety data sheets	30 years after substance received	W	
(9) Liability claims	11 years after claim is closed	W	
(10) Insurance claims	7 years	W	WS 59.52(4)

Sec. 3-28 Sheriff.

Sheriff's Department records and records related to the Jail shall be retained as follows:

RECORD	RETENTION	NOTICE	AUTHORITY
PROCESS / IDENTIFICATION BUREAU			
(1) Attorney Letters	7 years	W	
(2) Bureau of Identification Sheets	Permanent	N/A	
(3) Civil Process Worksheet	1 year	W	
(4) Correspondence Instructing Civil Process, service	7 years	W	
(5) Daily Roster Assignments	1 year	W	
(6) Death Investigation Negatives, Sensitive in Nature	Permanent	N/A	

(7)	Evidence, Major Cases	1 year after final appeal	W	
(8)	Execution Log	7 years	W	
(9)	Executions	7 years	W	
(10)	Finger Print Cards	Permanent	N/A	
(11)	Foreclosure's, Sheriff's Sales	7 years after sale of property	W	
(12)	Form 50's	7 years	W	
(13)	Injunctions	After expiration	W	
(14)	Mug Shots	Permanent	N/A	
(15)	Process, deposit receipts	7 years	W	
(16)	Process, receipt print-outs	7 years	W	
(17)	Proof of Service	7 years	W	
(18)	Property Inventory Audit	20 years after disposition of property	W	
(19)	Restraining Orders	After closed	W	
(20)	Traffic Accident Photos	6 years after date of final appeal	W	
(21)	Transport Records	7 years	W	
JAIL DIVISION				
(22)	Account work sheets	7 years	W	
(23)	Applicant Status Sheets (non-hire)	1 year after interview	W	
(24)	Block Check Sheets	8 years	W	Wis. Stat. §59.27(8)
(25)	Bond Receipts	8 years	W	Wis. Stat. §59.27(8)
(26)	Booking Sheets	Permanent	N/A	
(27)	Canteen sheets	7 years	W	
(28)	Cash Books	8 years	W	
(29)	Check Books	7 years	W	
(30)	Critical Incidents	8 years after incident	W	
(31)	Daily Attendance Rosters	8 years	W	
(32)	Daily Bond	8 years	W	Wis. Stat. §59.27(8)
(33)	Daily Work Shift Roster	8 years	W	Wis. Stat. §59.27(8)

(34)	Dockets, daily jail records	8 years	Notify	Wis. Stat. §59.27(8)
(35)	Exercise Logs	8 years	W	Wis. Stat. §59.27(8)
(36)	Fire Equipment & Inspection Report	8 years	W	
(37)	Huber Block Check Sheets	8 years	W	
(38)	Huber Daily Inmate Roster	8 years after release of inmate	W	§ DOC 348.09(1) Wis. Adm. Code
(39)	Huber Inmate Incarceration Files	8 years after release of inmate	W	
(40)	Huber Registration of Visitors	8 years	W	§ DOC 348.09(4) Wis. Adm. Code
(41)	Huber Rules Forms	8 years	W	Wis. Stat. §59.27(8)
(42)	Inmate Daily Activity Log Forms	8 years	W	Wis. Stat. §59.27(8)
(43)	Inmate Files: disciplinary forms, Huber forms, employer information forms, employer job search, verification sheets, court orders	8 years after release of inmate	W	§§ DOC 348.09 & 350.11 revocation Wis. Admin. Code
(44)	Inmate Medical Records	8 years after release of inmate	W	§§ 146.81 to 146.83 Wis. Stats. and §§ DOC 348.09 & 350.11 Wis. Adm. Code
(45)	Jail billing	8 years	W	§ 59.27(8) Wis. Stats.
(46)	Jail Kitchen Menu	1 month	W	
(47)	Jailer logs	8 years	W	§ 59.27(8) Wis. Stats.
(48)	Law Suits & Complaints	5 years after settlement or closure	W	
(49)	Ledger Sheets	7 years	W	
(50)	Monthly Equipment Check	8 years	W	
(51)	Shift Logs	8 years	W	
(52)	Surveillance Recordings – Audio/Video	121 days	W	§893.80 Wis. Stats.
(53)	Visitor Log	8 years after date of visit	W	§ DOC 350.11 Wis. Adm. Code
FIELD SERVICES DIVISION				
(54)	Arrest Records	8 years	W	§ 59.27(8) Wis. Stats.

(55) Citizen Complaints	Permanent	N/A	
(56) Evidence Cards	10 years	W	§ 59.27(8) Wis. Stats.
(57) Field Interrogation Cards	8 years after closure of case	W	
(58) Incident Records	10 years	W	§ 59.27(8) Wis. Stats.
(59) Internal Investigation Files there is open activity on case	1 year after death of person unless	W	
(60) Juvenile Cards	1 year after juvenile's 18 th birthday	W	
(61) Ordinance Violation Citation	2 years	W	
(62) Polygraph Examinations and Reports	Permanent	N/A	
(63) False Alarm Card File	Until superseded	W	
(64) False Alarm Door Opening Invoices	1 year	W	
(65) Fleet Maintenance Records	Life of Vehicle	W	
(66) School Surveys	5 years	W	
(67) Squad Car Video Recordings	121 days	W	§893.80 Wis. Stats.
(68) Uniform Traffic Citations	1 year after closed, disposed or cancelled	W	
(69) Wisconsin Accident Reports	8 years	W	
DISPATCH CENTER			
(70) Audio Tapes (e.g., 911)	121 days	W	§893.80 Wis. Stats.
(71) Incident Record	10 years	W	
(72) Telecommunicator's Radio	120 days	W	
RECORDS			
(73) Accident Report	8 years	W	
(74) Accident Reports, Non-Reportable	8 years	W	
(75) Alcohol Assessments	5 years	W	
(76) Blueprints, Justice Department	Permanent	N/A	
(77) Citations	8years	W	
(78) Contract Municipality Logs	Until superseded	W	

(79) Driver Condition Behavior Reports	2 years	W
(80) Ignition Interlock Device Installation and Removal Records	Until superseded	W
(81) Incident Reports	Permanent	N/A
(82) Laser Logs	8 years after the end of use	W
(83) Money Transfer Log, Front Desk	2 years	W
(84) Orders to Produce (Writs)	Until superseded	W
(85) Radar Certification Logs	8 years after end of use	W
(86) State Uniform Crime Report	5 years	W
(87) Warning Notices	6 months after compliance	W
DRUG UNIT		
(88) Asset Forfeiture Log	Permanent	N/A
(89) Asset Forfeitures	8 years after given up for auction	W
(90) Confidential Informant File	Permanent	N/A
(91) Confidential Informant Log	Permanent	N/A
(92) Evidence Destruction File	8 years after last date of appeal	W
(93) Incident Report Log	8 years after date of last incident	W
(94) Incident Reports	Permanent	N/A
(95) Intelligence Request Log	15 years	W
(96) Known Offender File (KOF) Lawsuits	7 years after date of last appeal	W
(97) Officer's Daily Reports	7 years	W
(98) Petty Cash Vouchers	7 years after audited	W
(99) Search Warrants	1 year after search completed	W
(100) Warrant, Sex offence and Drug Activity Log Book	Permanent	N/A
COURT SERVICES / WARRANTS		
(101) Bailiff Time and Activity Reports	3 years	W

(102)	Court Security Reports	3 years	W
(103)	Stun Belt in Custody Notification & Maintenance Log	8 years after date of final appeal	W
(104)	Warrant Cards	1 year after warrant cancellation	W
(105)	Warrant, cancellation sheet from court	7 years after warrant cancellation	W
(106)	Warrant, ledgers	7 years after warrant cancellation	W
(107)	Warrant, problems and complaints	7 years	W
(108)	Warrants	Until satisfied	W
(109)	Warrants, cancelled – gold sheet	1 month after cancellation or served	W
(110)	Warrants, cancelled extradition	3 years after warrant cancellation	W
ADMINISTRATION			
(111)	Accidents, squad	8 years after closed	W
(112)	Conveyance Cards	3 years	W
(113)	Daily Roll Call Rosters	8 years	W
(114)	Department General Orders	Permanent	N/A
(115)	False Alarm Fee Documentation, uncollectible	3 years	W
(116)	Grant Reports and Documentation	3 years after last payment received	W
(117)	Warrants, teletypes/ municipalities	After warrant cancellation	W

Sec. 3-29 Treasurer.

Records of the County Treasurer and records related to the Treasurer's Office shall be retained as follows:

RECORD	RETENTION	NOTICE	AUTHORITY
(1) Bank statements	7 years	W	WS 59.52(4)
(2) General receipts and settlement receipts	7 years	W	WS 59.52(4)
(3) Municipal tax rolls	15 years	N	
(4) Balancing reports	3 years	W	

(5)	Audit letters	3 years	W	
(6)	Accounts payable/detail listing /check register (copies)	7 years	W	
(7)	General ledger, trial balance	7 years	W	
(8)	Journal entries, resolutions, general receipts, treasurer's cash	3 years	W	
(9)	Bank reconciliations	3 years after audit	W	
(10)	Outstanding checks	7 years	W	
(11)	Check register	7 years	W	
(12)	Deposit tickets	1 year after audit	W	
(13)	Cash drawer reconciliations	1 year after audit	W	WS 59.52(4)
(14)	Tax receipts	15 years	W	
(15)	Non-tax receipts	7 years	W	
(16)	Investment records	6 years	W	
(17)	Notices of application for taking of tax deeds and certificates of non-occupancy, proofs of service and tax certificates filed	15 years	W	WS 59.52(4)
(18)	Mill rates from towns	2 years	W	
(19)	Certified special assessment roll	After assessment collected or 7 years, whichever is longer	W	
(20)	Statement of new special assessments	5 years	W	
(21)	Special assessment payment register	Until all assessments collected or 7 years, whichever is longer	W	
(22)	All other county treasurer receipts	7 years	W	

Sec. 3-30 Veterans Service Office.

Veterans Service Office records and veteran's related records shall be retained as follows:

RECORD	RETENTION	NOTICE	AUTHORITY
(1) Regulations	Permanent or until superseded	W	
(2) Military separation rewards	Permanent	N/A	

(3)	Grave registration files	Permanent	N
(4)	Veteran's benefit case files	2 years after inactive	N
(5)	Wisconsin Department of Veteran's Affairs bulletins	Permanent	N/A
(6)	Veterans' Personnel Records	Permanent	N/A

Sec. 3-31 Destruction After Request for Inspection.

No requested record may be destroyed until after the request is granted or 60 days after the request is denied. If an action is commenced under Wis. Stat. § 19.37, the requested record may not be destroyed until a court order is issued and all appeals have been completed. See Wis. Stat. § 19.35(5).

Sec. 3-32 Microfilming or Optical Disk Storage of Department Records.

Departments may keep and preserve public records through the use of microfilm or optical disk storage providing that the applicable standards established in Wis. Stat. §§ 16.61(7) and 16.612 respectively are met. Departments should consider factors such as retention periods and estimated costs and benefits of converting records between different media in deciding which records to microfilm or store on optical disk. After verification, paper records converted to either microfilm or optical disk storage should be destroyed. The retention periods identified in this ordinance apply to records in any media.

(Ord. 07-14, 07-08-14)