

## SCHEDULE A

### TOWN OF FREEDOM

#### RECORDS RETENTION SCHEDULE

**GENERAL PROVISION.** Under §19.21 (4)(a), municipalities shall notify the State Historical Society of Wisconsin (SHSW) prior to destroying records.

**Retention Period.** Refers to the time that the identified records must be kept until destruction.

**Authority.** Source which specifies the period of time for retaining records.

WMRM	Wisconsin Municipal Records Manual
§	State Statutes
SCR	Supreme Court Rule
PSC	Public Service Commission
NR	Natural Resources

SHSW Notice refers to whether or not the State Historical Society of Wisconsin has waived the required statutory notification prior to destruction of records.

- W (waived) means records are not historical and the required 60 day notification is waived.
- N (nonwaived) means the records may have secondary historical value and therefore SHSW notification is required on a case-by-case basis prior to destruction.
- N/A means not applicable and refers to those circumstances where a local unit of government is retaining a record permanently.

(A) ELECTED OFFICIALS. The following public records may be destroyed after the expiration of the designated retention period.

<b>RECORDS</b>	<b>PERIOD OF RETENTION</b>	<b>AUTHORITY</b>	<b>SHSW NOTICE</b>
All records in their possession unless delegated in writing to the Town Clerk or his/her designee	1 year following termination of term	§19.33(1)	N

(B) CLERK'S OFFICE RECORDS. The following public records may be destroyed after the expiration of the designated retention period:

<b>RECORDS</b>	<b>PERIOD OF RETENTION</b>	<b>AUTHORITY</b>	<b>SHSW NOTICE</b>
Meeting agendas	7 years	WMRM	W
Minutes books	Permanent	WMRM	N/A
Audio tapes	90 days if made solely for the purpose of drafting the minutes	WMRM and §19.21(7)	W
Ordinances	Permanent	WMRM	N/A
<b>RECORDS</b>	<b>PERIOD OF RETENTION</b>	<b>AUTHORITY</b>	<b>SHSW NOTICE</b>
Resolutions	Permanent	WMRM	N/A
Municipal Code	Permanent	WMRM	N/A
Affidavits of Publication	3 years	WMRM	A
Affidavits of Publication for ordinances and Resolutions for budget amendments	Permanent	WMRM	N/A
Claims	7 years		W
Lawsuits	Permanent		N/A
Insurance Policies and Certificates of Insurance	Permanent		N/A
Oaths of Office	7 years after term of oath ends	WMRM	W
Title insurance policies	Permanent	WMRM	N/A
Easements	Permanent	WMRM	N/A
Leases	7 years following termination of lease	WMRM	W
Liquor and beer applications and licenses	4 years	§125.04(3)(i)	W
Other applications and licenses/permits issued by Town Clerk	4 years	WMRM	W

Dog licenses report to County Clerk	7 years	WMRM	W
Proceedings of Board of Review on audio tapes or as stenographic notes, including transcriptions	7 years (after final action by board of review or completion of appeal)	§70.47(8)(f)	W
Notice of determinations of the Board of Review	7 years (after final action by the board of review or completion of appeal)	§70.47(8)(f)	W
Legal Opinions	Permanent	WMRM	N/A
Contracts	7 years	WMRM	W

(C ). ELECTION RECORDS. All materials and supplies associated with an election may be destroyed according to the following schedule, unless there is a recount or litigation pending with respect to the election:

<b>RECORDS</b>	<b>PERIOD OF RETENTION</b>	<b>AUTHORITY</b>	<b>SHSW NOTICE</b>
Unused ballots and materials	3 business days after the canvass is completed	§7.23(a)	W
Voter serial number slips	3 business days after the canvass is completed	§7.23(a)	W
Ballots (state, county, local)	30 days after the election	§7.23(h)	W
Ballots (federal offices)****	EVT (22 months after election)	§7.23(f)	W
Application for absentee ballots	90 days after the election (22 months after the election for federal offices)	§7.23(k) §7.23(f)	W
Forms associated with election such as tally sheets, inspector's statements and nomination papers	90 days after the election (22 months after the election for federal offices)	§7.23(k) §7.23(f)	W
Official canvass statements	10 years after the election	§7.23(i)	W
Registration and poll lists - Nonpartisan primaries and election	2 years after the election for which they were created	§7.23(e)	W
Registration and poll lists - Partisan primaries and general elections	4 years after the election	§7.23(e)	W
Canceled registration cards	4 years after cancellation	§7.23(c)	W
Election notices	1 year after the election (22 months for federal election)	§7.23(j) §7.23(f)	W
Proofs of publication and correspondence relative to publications	1 year after the election (22 months for federal election)	§7.23(j) §7.23(f)	W
Campaign registration statement	6 years after termination by the registrant	§7.23(d)	W
Campaign finance reports	6 years after date of receipt	§7.23(d)	W

\*\*\*\* Federal offices are President of the United States, U.S. Senator and Congress.

(D). FINANCE DEPARTMENT RECORDS: The following public records may be destroyed after the expiration of the designated retention period

<b>RECORDS</b>	<b>PERIOD OF RETENTION</b>	<b>AUTHORITY</b>	<b>SHSW NOTICE</b>
Bank statements, deposit books, slips and stubs	7 years	WMRM	W
Bonds and/or coupons	7 year after maturity	WMRM	W
Canceled checks, check stubs	7 years	WMRM	W
Payroll records and reports, and employee time cards	7 Years	WMRM	W
Employment Records	7 years following termination	WMRW	W
Applications for Employment and Resumes of persons not hired	1 year after filling of position		W
Receipt forms	7 years	WMRM	W
Special Assessment Records	7 years	WMRM	W
Tax levy certification of the school district clerk	3 years (after audited)	WMRM	W
Certificates of apportionment	3 years (after audited)	WMRM	W
State shared aid payment notices	6 years (after audited)	WMRM	W
Final worksheet for determining allowable levy	5 years (after audited)	WMRM	W
Statement of taxes	Permanently	WMRM	N/A
Statement of new special assessments	5 years (after audited)	WMRM	W
Statement of new sewer service charges	5 years (after audited)	WMRM	W
General property tax credit certification	5 years (after audited)	WMRM	W
Explanation of property tax credit certification	5 years (after audited)	WMRM	W
Real property tax roll	15 year	WMRM	N
Personal property tax roll	15 years	WMRM	N
Financial Reports (other than annual reports)	7 years	WMRM	W

(E). PUBLIC WORKS DEPARTMENT RECORDS: The following public records may be destroyed after the expiration of the designated retention period:

<b>RECORDS</b>	<b>PERIOD OF RETENTION</b>	<b>AUTHORITY</b>	<b>SHSW NOTICE</b>
Notice to contractors	7 years (after completion of project) 2 years (unsuccessful bidders)	WMRM	W
Bid bond	7 years (after completion of project) 2 years (unsuccessful bidders)	WMRM	W
Bidders proof of responsibility	7 years (after completion of project) 2 years (unsuccessful bidders)	WMRM	W
Bids	7 years (after completion of project) 2 years (unsuccessful bidders)	WMRM	W
Bid tabulations	2 years	WMRM	W
Performance bond	7 years (after completion of project)	WMRM	W
Contract	7 years (after completion of project)	WMRM	W
Street vacation and dedications	Permanent	WMRM	N/A
Benchmark Books	Permanent	WMRM	N/A
Section corner monument logs	Permanent	WMRM	N/A
Water, Storm and Sanitary Sewer Main maps	Permanent	WMRM	N/A

(F) ASSESSING DIVISION RECORDS. The following public records may be destroyed after the expiration of the designated retention period.

<b>RECORDS</b>	<b>PERIOD OF RETENTION</b>	<b>AUTHORITY</b>	<b>SHSW NOTICE</b>
Master property record folders	5 years. after life of structure	WMRM	W
Index to owners	Until superseded	WMRM	W
Wisconsin Real Estate Transfer returns	5 years. after info transferred to Master Property Record folders	WMRM	W
Tax Exemption Reports	10 years	WMRM	W
Notice of Increased Assessment	5 years unless assessment appealed, retain 7 years after final BOR action or appeal completion	WMRM	W
Assessor's Final Report Supplement -- Real and Personal Property	5 years	WMRM	W
Assessor's Final Report Real and Personal Property	5 years	WMRM	W
Certified Survey Maps	Permanent	WMRM	W
Final subdivision plats	Permanent	WMRM	W
Annexation plats	Permanent	WMRM	W
Assessor's plats	Permanent	WMRM	W
Conditional use grants	Permanent	WMRM	W

(G) ENGINEERING DIVISION RECORDS. The following public records may be destroyed after the expiration of the designated retention period.

<b>RECORDS</b>	<b>PERIOD OF RETENTION</b>	<b>AUTHORITY</b>	<b>SHSW NOTICE</b>
Annual reports	Permanent	WMRM	N/A
Field notes	Permanent	WMRM	N/A
Benchmark Books (Horizontal and Vertical Survey Control in SE Wis.)	Permanent	WMRM	N/A
Section corner monument logs	Permanent	WMRM	N/A
Town Official Maps	Permanent	WMRM	N/A

Water, storm, and sanitary sewer main maps	Permanent	WMRM	N/A
Profile and grade books	Permanent	WMRM	N/A
Excavation plans of private utilities	Permanent	WMRM	N/A
Index to maps	Permanent	WMRM	N/A
Applications and permits	Permanent	WMRM	N/A
Asbuilts (Sewer and Water)	Permanent	WMRM	N/A
Structure plans for municipal buildings and Bridges	Life of Structure	WMRM	W
Permits for excavation of streets including private utility companies	3 years	WMRM	W
<b>RECORDS</b>	<b>PERIOD OF RETENTION</b>	<b>AUTHORITY</b>	<b>SHSW NOTICE</b>
Fuel usage reports	2 years	WMRM	W
Heavy equipment and vehicle (Maintenance Records)	Life of equipment	WMRM	W
Vehicle maintenance histories	Life of vehicle	WMRM	W
Storm Sewer Maps	Until superseded by asbuilts	WMRM	W
Quarter Section Maps	Until superseded	WMRM	W

(H) BUILDING INSPECTION DEPARTMENT RECORDS. The following public records may be destroyed after the expiration of the designated retention period.

<b>RECORDS</b>	<b>PERIOD OF RETENTION</b>	<b>AUTHORITY</b>	<b>SHSW NOTICE</b>
Address file	Permanently	WMRM	N/A
Certificates of occupancy	Until superseded	WMRM	W
Energy calculation worksheets	3 years	WMRM	W
State approved commercial building plans	4 years	WMRM	W
Permit fee receipts	7 years	WMRM	W
Permit ledger	7 years	WMRM	W
Quarter section maps, copies	Until superseded	WMRM	W
Building Plans	1 Year after built	Uniform Dwelling Code	W



Applications and permits	Permanently	WMRM	N/A
Code compliance inspection reports	Permanently	WMRM	N/A
Weights and Measures Field Reports	3 years	WMRM	W

(I) PARK RECORDS. The following public records may be destroyed after the expiration of the designated retention period:

<b>RECORDS</b>	<b>PERIOD OF RETENTION</b>	<b>AUTHORITY</b>	<b>SHSW NOTICE</b>
Master park plan	Permanently	WMRM	N/A
Plats	Permanently	WMRM	N/A
Aerial photographs	Permanently	WMRM	N/A
Reservation requests	30 days. If payment receipts are attached 7 years	WMRM	W
Master reservation book	2 years	WMRM	W

(J) PLANNING AND DEVELOPMENT DEPARTMENT RECORDS. The following public records may be destroyed after the expiration of the designated retention period.

<b>RECORDS</b>	<b>PERIOD OF RETENTION</b>	<b>AUTHORITY</b>	<b>SHSW NOTICE</b>
Comprehensive Master Plan	<i>Permanent</i>	WMRM	N/A
Neighborhood Plans	<i>7 years</i>	WMRM	W
Stormwater Plans	<i>7 years</i>	WMRM	W
Design manual and guides	<i>7 years</i>	WMRM	W

(K) Public Records not identified in this Records Retention Schedule shall be retained seven (7) years in accordance with §19.21 (5)(c), Wisconsin Statutes, and Section (Insert code number here) of the New Glarus Municipal Code of the Town of New Glarus and may then be destroyed subject to SHSW authorization.