

APPENDIX A

Town of Sumner Records Retention Schedule

- 1) **Definitions.** The following definitions are the legend for the tables within this Section
 - a) “Records” are those itemized records that are subject to retention by any rule, regulation, or statute of any governmental unit of authority over the record.
 - b) “Period of Retention” means the time that the identified records must be retained until destruction.
 - c) “Authority” means the source which specifies the period of time for retaining records.
 - i) “WMRM” means the *Wisconsin Municipal Records Manual - 1980*
 - ii) “§” means the Wisconsin State Statues
 - iii) “SCR” means (Supreme Court Rule)
 - iv) “PSC” means Wisconsin Public Service Commission
 - v) “NR” means Wisconsin Department of Natural Resources
 - d) “WHS Notice” refers to whether or not the Wisconsin Historical Society has waived the required statutory notifications prior to destruction of records.
 - e) “W” means (waived), records are not considered historical and the required 60 day notification is waived.
 - f) “NW” means (non-waived). The record may have secondary historical value and therefore WHS notification is required on a case by case basis prior to destruction.
 - g) “N/A” means not applicable and refers to those circumstances where a local unit of government is to retain a record permanently.
 - h) “T” means the permanent record *may* be transferred to the WHS for their preservation if permission is given by the Town for the WHS to preserve *or* destroy said records.
 - i) WHS means Wisconsin Historical Society
- 2) **Records Retention Schedule.** Records of the Town of Sumner shall be retained for the periods indicated below a) through i), pursuant to the authority indicated. When required, notification shall be provided to the Wisconsin Historical Society at least sixty (60) days in advance of the proposed destruction of records, by transmitting a letter describing the records to be destroyed using the sample letter in *Ordinance D2017-0415-B, Appendix B*.

a) CLERK’S RECORDS.

RECORDS	PERIOD OF RETENTION	AUTHORITY	WHS NOTICE
Meeting Agendas	7 years	WMRM	NA-T
Minutes Book/Minutes	Permanent	WMRM	NA-T
Audio Tapes	90 days if made solely for the purpose of drafting the minutes	WMRM and §19.21(7)	NW-T
Ordinances	Permanent	WMRM	N/A-T
Resolutions	Permanent	WMRM	N/A-T
Affidavits of Publication for Ordinances and Resolutions related to Budget Amendments	Permanent - in the permanent Ordinance Book	WMRM	N/A-T
Affidavits of Publication, general documents and notices	3 years	WMRM	NW

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Claims	7 Years	WMRM	NW
Budget and Audit Reports	Permanent	WMRM	N/A-T
Budget Worksheets	3 Years	WMRM	NW
Lawsuits & Legal Opinions	Permanent	WMRM	N/A
Insurance Policies and Certificates of Insurance	Permanent	WMRM	N/A
Easements	Permanent	WMRM	N/A
Leases	7 Years following termination of lease	WMRM	NW
Deeds	Permanent	WMRM	N/A
Title abstracts, certificates, insurance, and opinions	Permanent	WMRM	N/A
Liquor and Beer Applications, Licenses and Stubs	4 Years	§125.04(3)(i)	NW
Other Applications and Licenses/Permits issued by Town Clerk	3 Years	WMRM	NW
Receipts	7 Years	WMRM	NW
Dog Licenses Reported to County	3 Years	WMRM	NW
Proceedings of Board of Review on audio tapes or stenographic notes, including transcriptions	7 Years (after final action by Board of Review or completion of appeal)	§70.47(8)(f)	NW
Board of Review Notice of Determination and Objection Forms	7 Years (after final action by Board of Review or completion of appeal)	§70.47(8)(f)	NW
Board of Review minutes and minutes book	7 Years	WMRM	NW-T
Legal Opinions	Permanent	WMRM	N/A
Contracts	7 Years	WMRM	NW
Fidelity Bond and bond book	5 years after expiration	WMRM	NW
Oaths of Office	5 Years after the term has ended	WMRM	NW

b) TREASURERS RECORDS.

RECORDS	PERIOD OF RETENTION	AUTHORITY	WHS NOTICE
Books of Original Entry Including registries, journals, journal vouchers, cashbook	15 Years	WMRM	NW
General Ledger	15 Years	WMRM	NW-T
Investment Records	7 Years	WMRM	NW
Bank statements, reconciliations, deposit books, slips and stubs	7 Years	WMRM	NW
Check register, outstanding check lists, cancelled checks, check stubs	7 Years	WMRM	NW
Payroll records, reports, time cards	7 Years	WMRM	NW

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Employment Records	7 Years following termination	WMRM	NW
Wage and tax reports and statements, payroll records and cancelled checks	5 Years after records have been audited	WMRM	NW
Audit Reports	Permanent	WMRM	N/A-T
Applications for Employment and resumes of persons not hired	1 Year after filling of position	WMRM	NW
Receipt Forms	7 Years	WMRM	NW
Special Assessment Records	7 Years	WMRM	NW
Tax levy certification of the School District Clerk	3 Years (after audited)	WMRM	NW
Certificates of Apportionment	3 Years (after audited)	WMRM	NW
State shared aid payment notices	3 Years (after audited)	WMRM	NW
Final Worksheet for determining allowable levy	5 Years (after audited)	WMRM	NW
Statement of Taxes	Permanent	WMRM	N/A
Statement of new special assessments	5 Years (after audited)	WMRM	NW
Statement of new sewer service charges	5 Years (after audited)	WMRM	NW
General Property tax credit certification	5 Years (after audited)	WMRM	NW
Explanation of property tax credit certification	5 Years (after audited)	WMRM	NW
Real and Personal Property Tax Roll	15 Years	WMRM	NW
Financial Reports (other than annual reports)	7 Years	WMRM	NW
Bonds, procedure record, payment registers, payment register	7 years after expiration	WMRM	NW
Cancelled bonds, coupons, notes	After Audit	WMRM	NW
Certificate of Destruction from financial institution	7 Years	WMRM	NW
Purchase Orders and receiving report	7 Years	WMRM	NW

c) PUBLIC WORKS

RECORDS	PERIOD OF RETENTION	AUTHORITY	WHS NOTICE
State Highway Aid Program records	7 Years after audit	WMRM	NW
Engineering Plans and Maps	Permanent	WMRM	N/A
Grants of Easements	Permanent	WMRM	N/A
Notice to Contractors	7 Years (after completion of project) 2 Years (unsuccessful bidders)	WMRM	NW
Bid Bond	7 Years (after completion of project)	WMRM	NW

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	2 Years (unsuccessful bidders)		
Bidders Proof of Responsibility	7 Years (after completion of project) 2 Years (unsuccessful bidders)	WMRM	NW
Bids	7 Years (after completion of project) 2 Years (unsuccessful bidders)	WMRM	NW
Bid Tabulations	2 Years	WMRM	NW
Performance Bond	7 Years (after completion of project)	WMRM	NW
Contracts	7 Years (after completion of project)	WMRM	NW
Public Work Projects Records	20 Years		NW-T
Street and R-O-W Vacations and Dedications	Permanent	WMRM	N/A
Plats, including vacation or alteration	Permanent	WMRM	N/A
Benchmark Books	Permanent	WMRM	N/A
Section corner monument logs	Permanent	WMRM	N/A

d) ASSESSMENT RECORDS.

RECORDS	PERIOD OF RETENTION	AUTHORITY	WHS NOTICE
Master property record folders	5 Years after life of structure	WMRM	NW-T
Index to Owners	Until superseded	WMRM	NW
Wisconsin Real Estate Transfer Returns	5 Years after info transferred to Master Property Record folders	WMRM	NW
Tax Exemption Reports	10 Years	WMRM	NW
Master Property Record supporting documents	1 year after transfer	WMRM	NW
Notice of Increased Assessment	5 Years unless assessment appealed. Retain 7 years after final appeal completion	WMRM	NW
Assessors Final Report and Supplement - Real and Personal Property	5 Years	WMRM	NW
Certificate of ORAP Valuations	10 Years	WMRM	NW
Statement of Assessment PA-521	Life of the Assessment Role	WMRM	NW
Final Statement of Assessment PA-512C	Permanent	WMRM	N/A-T
Final Real Property Assessment Roll	15 Years Note: § 19.21(5)(a)- permission needed from Sec. of DOR to destroy rolls containing managed forest lands	WMRM	NW
Certified Survey Maps	Permanent	WMRM	N/A

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Final Subdivision Plats	Permanent	WMRM	N/A
Annexation plats	Permanent	WMRM	N/A
Assessors Plats	Permanent	WMRM	N/A
Conditional Use grants	Permanent	WMRM	N/A

e) BUILDING INSPECTION RECORDS.

RECORDS	PERIOD OF RETENTION	AUTHORITY	WHS NOTICE
Building Plans	1 Year after built	WMRM	NW
Permit Fee Receipts	7 Years	WMRM	NW
Permit Ledger	7 Years	WMRM	NW
Applications and Permits	Permanent	WMRM	N/A
Code Compliance and Inspection reports	Permanent	WMRM	N/A

f) PARK RECORDS.

RECORDS	PERIOD OF RETENTION	AUTHORITY	WHS NOTICE
Master Park Plan	Permanent	WMRM	N/A-T
Plats	Permanent	WMRM	N/A-T
Aerial Photographs	Permanent	WMRM	N/A-T
Reservation Requests	30 days If payment receipts are attached 7 Years	WMRM	NW
Master reservation book	2 Years	WMRM	NW

g) PLANNING AND ZONING RECORDS.

RECORDS	PERIOD OF RETENTION	AUTHORITY	WHS NOTICE
Comprehensive Master Plan and Amendments	Permanent	WMRM	N/A
Neighborhood Plans	7 Years	WMRM	NW
Plan Commission Minutes and Records	Permanent	WMRM	N/A-T
Board of Appeals Minutes and records	Permanent	WMRM	N/A-T
House number and address change file	Permanent	WMRM	N/A

h) ELECTED OFFICIALS.

RECORDS	PERIOD OF RETENTION	AUTHORITY	WHS NOTICE
All records in their possession unless delegated in writing to the Town Clerk or designee	1 Year following termination of term	§19.33(1)	NW

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i) 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. Unless otherwise indicated, retention time is after the election.

RECORD	RETENTION PERIOD SCL (State-County-Local)	RETENTION PERIOD FEDERAL	AUTHORITY	WHS NOTICE
Unused materials after an election and contents of the blank ballot box after a primary	3 business days after Board of Canvass	3 business days after Board of Canvass	7.23(1)(a)	NW
Unused Ballots	90 business days after time for filing a petition for recount has passed (9.01)	90 business days after time for filing a petition for recount has passed (9.01)	7.23 (1)(am)	NW
Ballots	30 Days	22 Months	7.23(1)(h) and (f)	NW
Applications for absentee ballots	90 Days	22 Months	7.23(1)(f)(k)	NW
Registration Forms when they become and remain ineligible within this time frame	4 Years	4 Years	7.23(1)(c)	NW
Cancelled Registration Cards	4 Years after cancellation	4 Years after cancellation	7.23(1)(c)	NW
Other requisite forms to voting other than registration cards	90 Days	22 Months	7.23(1)(f)(k)	NW
Voter serial number slips	3 business days after Board of Canvass	22 Months	7.23(1)(a) (f)	NW
Forms associated with conducting the election including tally sheets, and inspectors' statements	90 Days	22 Months	7.23(1)(k) and (f)	NW
Registration and Poll Lists	22 Months	22 Months	7.23(1)(e)	NW
Official Canvasses and statements	10 Years	10 Years	7.23(1)(i)	NW
Proofs of publication, election notices, and correspondence related to same	1 Year	22 Months	7.23(1)(f)(j)	NW
Candidate Papers including nomination paper, ballot application, financial report, affidavit	6 Years	6 Years	7.23(1)(d), Chaps 5 – 12	NW

NOTE: - Retention of State and Federal Grant, Third Party or Pass-Through Funding: If the records being considered for discard have anything to do with a state or federal grant or federal pass through money—e.g. Wisconsin Fund, Wisconsin Development Funds, Community Development Block Grant, Urban Development Block Grants, EPA, EDA, FEMA, etc., contact the grant agency first. As a rule of thumb, do not discard these kinds of documents until 10 years have passed.