

TOWN OF SUMNER
ORDINANCE D2017-0415-B

Appendix B

Letter of Notification of Intent to Destroy Records
Sample Letter to be put on Town of Sumner Letterhead

May 3, 2017

Matt Blessing, State Archivist
Wisconsin Historical Society
816 State Street
Madison, WI 53706-1482

Reference: *Destruction of Records of the Town of Sumner, Jefferson County*

Dear Mr. Blessing,

The Town of Sumner, Jefferson County intends to destroy the following obsolete Town records pursuant to our Municipal Ordinance D2017-0415-B Destruction of Obsolete Records.

Vouchers	1956-62	3 cubic feet
Absentee Ballots	1950-1975	2 file cabinet drawers
Real Property Tax Rolls	1925-1998	10 cubic feet
Personal Property Tax Rolls	1925-1998	10 cubic feet

I understand that we are required to notify the State Historical Society at least 60 days prior to destroying these records. If you have any questions about these materials, do not hesitate to call me at 608-884-7925. Thank you for your prompt review of this request.

Sincerely,

First Name, Last Name
Clerk, Town of Sumner
Cell: 608-206-2368

Enclosure(s) (#)