

# CHAPTER 72

## RECORDS

**[HISTORY: Adopted by the Village Board of the Village of Dickeyville as indicated in article histories. Amendments noted where applicable.]**

### ARTICLE I

#### Destruction of Records

**[Adopted 1-21-1975 as § 12.04 of the 1975 Code]**

#### **§ 72-1. Financial records.**

Village officers are empowered to destroy the following nonutility records under their jurisdiction after the completion of an audit by the Department of Administration, but not less than seven years after payment or receipt of the sum involved in the applicable transaction:

- A. Bank statements, deposit books, slips and stubs.
- B. Bonds and coupons after maturity.
- C. Cancelled checks, duplicates and check stubs.
- D. License and permit applications, stubs and duplicates.
- E. Payrolls and other time and employment records of personnel included under the Wisconsin Retirement Fund.
- F. Receipt forms.
- G. Special assessment records.
- H. Vouchers, requisitions, purchase orders and all other supporting documents pertaining thereto.

#### **§ 72-2. Utility records.**

Village officers are empowered to destroy the following records of municipal utilities subject to regulation by the State Public Service Commission and after an audit as provided above, but not less than two years after payment or receipt of the sum involved in the applicable transaction:

- A. Water and sewer stubs and receipts of current billings.<sup>1</sup>
- B. Customers' ledgers.
- C. Vouchers and supporting documents pertaining to charges not included in plant accounts.<sup>2</sup>

#### **§ 72-3. Other records.**

Village officers are empowered to destroy the following records, but not less than seven years after the

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1. Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. II).

2. Editor's Note: Original § 12.04(2)(d), which immediately followed this subsection and listed other utility records, was deleted at time of adoption of Code (see Ch. 1, General Provisions, Art. II).

record was effective:

- A. Assessment rolls and related records, including Board of Review minutes.
- B. Contracts and papers relating thereto.
- C. Correspondence and communications.
- D. Financial reports other than annual financial reports.
- E. Insurance policies.
- F. Justice dockets.
- G. Oaths of office.
- H. Reports of boards, commissions, committees and officials duplicated in the official Village Board minutes.
- I. Resolutions and petitions.
- J. Voter record cards.

**§ 72-4. Notice required.**

Prior to the destruction of any public record described above, at least 60 days' notice shall be given the State Historical Society.

**§ 72-5. Limitation.**

This article shall not be construed to authorize the destruction of any public record after a period less than prescribed by statute or state administrative regulations.