

Article I
Records Management

[Adopted at time of adoption of Code (see Ch. 1, General Provisions, Art. II)]

§ 165-1 Retention of public records.

Public records for which the Town of Cleveland is the legal custodian shall be retained for a period of time as prescribed by § 19.21(4)(b), Wis. Stats., unless another period of time has been set by statute, or unless a shorter period has been set by the State Public Records Board pursuant to § 16.61(3)(e), Wis. Stats.

§ 165-2 Destruction of public records.

Public records deemed obsolete by the Town Clerk, serving as legal custodian, may be destroyed pursuant to the provisions of this article only after passage of the retention period prescribed by state statute, unless a shorter period has been set by the State Public Records Board, and then only after passage of such shorter period. No record shall be destroyed for which there is reason to believe litigation may be pending, regardless of whether the retention period has concluded.

- A. Notice to Historical Society. Prior to the destruction of any public record, at least 60 days' notice shall be given the State Historical Society, unless such notice has been waived.
- B. Limitation. This section shall not be construed to authorize destruction of any public record after a period less than that prescribed by statute or state administrative regulations.

§ 165-3 Microfilm and similar reproductive devices.

Any public record may be kept and preserved by the use of microfilm or other reproductive device. Any photographic reproduction shall be deemed an original record for all purposes if it meets the applicable standards of § 16.61(7), Wis. Stats. Once reproduced by photographic reproduction, the original document may be destroyed or otherwise disposed of.