

RECORD RETENTION DESTRUCTION SCHEDULE

(See §19.21(5)(b), Wis. Stats., requires a minimum retention period of 7 years for all records, unless otherwise authorized by law.)

RECORD			RETENTION PERIOD		NOTIFICATION	
A	General	01	Contracts, leases, agreements, notice of taking bids, notice of claims & disallowance	7 years after the last effective day thereof	§59.52(4)(a)10, Wis. Stats.	W
		02	Insurance policies	7 years after expiration of claims made policies	§59.52(4)(a)10, Wis. Stats.	W
		a. Claims				
		b. Occurrence	Permanent			
		c. Master Contracts	Permanent		N/A	
		03	Canceled checks	7 years*	§59.52(4)(a)(16), Wis. Stats.	W
		04	Receipts	7 years*	§59.52(4)(a)(15), Wis. Stats.	W
		05	Accounts payable-purchasing invoices/vouchers/detail listing/vendor listing	7 years*		W
		06	Accounts receivable – receipts	7 years*	§59.52(4)(a)(16), Wis. Stats.	W
		07	Receipt journals	7 years*		W
		08	Vouchers/order register	7 years*		W
		09	General Journal	7 years		W
		10	Construction plans for county buildings & bridges	Life of Structure		W
		11	Blueprints	Life of Structure		W
		12	As-built drawings	Life of Structure		W
		13	Personnel records	See Human Resources Section		W
		14	Warranty records	Life of product or end of warranty, whichever occurs first		W
		15	Equipment and furnishings inventories (See Finance Department-Purchasing)	Until superseded		W

* Time reduced to two (2) years if the original records are maintained in the Finance Department. County policy should determine where original records are kept.

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		16	Any record that is the subject of, involved in or related to litigation, claim, audit or other legal action	Until permission to destroy is obtained from County Attorney		W
		17	Citations (copies)	2 years		W
		18	Correspondence	3 years (unless greater retention required herein)	§59.27(8), Wis. Stats.	W
		19	Fleet car usage, purchase requisitions	1 year after audit		W
		20	Purchase orders	7 years		W
B	Admin. Coord.	01	Workers Compensation and Liability claims	12 years after closure		W
		02	General Liability and Property Damage claims	3 years after closure		W
C	Admin. Coord. – Emergency Mgmt.	01	Federal Emergency Management Agency Grants and related documents	10 years		W
		02	State SARA Title III Grants and related documents	10 years		W
		03	Emergency Response Plans	Until Superseded		W
		04	Response Team - claims receiving reimbursement	5 years, plus division is to be given 60 days' notice before the records may be destroyed		W
		05	Disaster related records	Permanent		N/A
		06	Emergency Operation Plans	Until superseded		W
D	Admin Coord. Facility Mgmt.	01	Blueprints	Permanent or until building disposed of		N/A
		02	Shop drawings	Permanent		N/A
		03	Equipment & machine maintenance records	Life of equipment		W
		04	Utility usage	5 years		W
		05	Inventory	Until superseded		W
		06	Receipts from County Treasurer	4 years or until audited, whichever is sooner	§59.52(4)(a)12, Wis. Stats.	W
		07	Keying list	Until superseded		W
		08	Material safety data sheets	7 years after product used up		W
		09	Non-Toxic substances reports	1 year		W

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		10	Toxic substances reports	30 years after product used in the workplace	§101.583(1)(a), Wis. Stats.	W
E	County Attorney	01	Case files – non-litigation	3 years		W
		02	Case files – litigation	3 years after closure or when appeal times have run, whichever is longer or per SCR		W
		03	Legal memos	7 years		W
		04	Legal opinions	Permanent	Public Records Board Letter of 11/30/99 to Douglas County	N/A
F	County Attorney – Child Support Division	01	Expenditure reports & supporting documentation	3 years	45 CFR 74.20-74.24	W
		02	Statistical reports & supporting documentation	3 years	45 CFR 73.20-74.25	W
		03	Client-case records including client-attorney information	Until youngest child reaches age 21		W
		04	Records of required client notification	3 years		W
G	County Board	01	Original papers, resolutions, reports appearing in county board proceedings shall be kept by the County Clerk	6 years after date of publication	§59.52(4)(c)1, Wis. Stats.	N
		02	Original documents, correspondence and any other records or reports prepared by a County Board Supervisor in an official capacity	2 years		W
H	County Clerk	01	Records of county claims forwarded to DNR	1 year	§59.52(4)(a)3, Wis. Stats.	W
		02	Lists of town, city & village officers certified to county clerk	After the date of expiration of term listed	§59.52(4)(a)4, Wis. Stats.	W
		03	Crop reports by local assessors	3 years	§59.52(4)(a)5, Wis. Stats.	W
		04	Notices of application for taking of tax deeds & certification on non-occupancy, proofs of service & tax certificates filed	15 years	§59.52(4)(a)7, Wis. Stats.	W

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		05	Official bonds	6 years	§59.52(4)(a)8, Wis. Stats.	W
		06	Claims paid by county & supporting papers	7 years	§59.52(4)(a)9, Wis. Stats.	W
		07	Reports of town treasurers on dog licenses sold & records of dog licenses issued	3 years	§59.52(4)(a)11, Wis. Stats.	W
		08	Copies of receipts issued by treasurer	4 years or until audited, whichever is earlier	§59.52(4)(a)12, Wis. Stats.	W
		09	Copies of notices to town assessors setting out lands sold by the county & owned by county	3 years	§59.52(4)(a)13, Wis. Stats.	W
		10	Oaths of office	7 years	§59.52(4)(a)17, Wis. Stats.	W
		11	Marriage license applications & supporting papers	10 years	§59.52(4)(a)19, Wis. Stats.	W
		12	Original papers, resolutions, ordinances & reports appearing in county board proceedings	6 years after date of publication	§59.52(4)(c)1, Wis. Stats.	N
		13	Committee minutes	6 years after date of publication	§59.52(4)(c)1, Wis. Stats.	N
		14	Deeds	Permanent or listing of when & where recorded		N/A
		15	Abstracts & certificates of title, title insurance policies	Permanent or as long as land owned		N/A
		16	Canceled bonds, coupons & promissory notes	Until audited		
		17	Bond & Coupon record book, general obligation bonds	7 years after bond issue expires or following payment of all outstanding matured bonds, notes, coupons, whichever is later		W
		18	Supervisory district plan and map-apportionment maps	Until next appointment		W
		19	U.S. Geological survey maps	Until next set of maps received		W
		20	Report of functional jurisdiction of roads	10 years or until next report received		W
		21	Certified mileage lists	Until next list received		W
		22	Town plats	3 years		W

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		23	Award of damage for scenic rights	Until recorded		W
		24	Relocation orders-maps	Retain latest revision for each project-permanent		N/A
		25	Mill rates from towns	2 years		W
		26	Journal entries & any audits or journal entries (see also Finance)	7 years		W
		27	Journal of proceedings	6 years after date of publication		W
		28	Canceled voter registration cards	4 years after cancellation	§7.23(1)(c), Wis. Stats.	W
		29	Election financial reports; election financial registration statements	6 years	§7.23(1)(d), Wis. Stats.	W
		30	Registration & poll lists	1940 or earlier, send to WI Historical Society	§7.23(1)(e), Wis. Stats.	W
			(a) non-partisan primary or election	2 years	§7.23(1)(e), Wis. Stats.	W
			(b) partisan primary or election	4 years	§7.23(1)(e), Wis. Stats.	W
		31	Federal election records including ballots, but excluding registration cards	22 months	§7.23(1)(f), Wis. Stats.	W
		32	Detachable recording units and compartments on electronic voting machines	14 days after primary and 21 days after any other election-clear or erase after transfer to a disk or other recording medium	§7.23(1)(g), Wis. Stats.	W
		33	Disk and other recording medium containing #31 above & electronic ballot tallies	22 months after date of election	§7.23(1)(f), Wis. Stats.	W
		34	Election ballots for non-federal offices	30 days after election	§7.23(1)(h), Wis. Stats.	W
		35	Official election canvasses	10 years after election	§7.23(1)(i), Wis. Stats.	W
		36	Election notices, proofs of publication & correspondence	1 year after date of election unless contested, then by court order	§7.23(1)(j), Wis. Stats.	W
		37	All other election materials & supplies	90 days after election	§7.23(1)(k), Wis. Stats.	W

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		38	Records transferred by a registrant who submits a dissolution report after primary and general elections	3 years after their last election	§10.74(8)(e), Wis. Stats.	W
		39	Insurance records	7 years	§59.52(4)(a)10, Wis. Stats.	W
		40	Accident reports, injury claims and settlements; injury frequency charts	7 years	§59.52.(4)(a)9, Wis. Stats.	W
		41	Passport Transmittal Sheets	7 years	§19.21, Wis. Stats.	W
I	Courts		Circuit Court – Clerk of Court – Court Commissioner – Register in Probate – Clerk of Juvenile Court	All records maintained by the Clerk of Court, Register in Probate or Juvenile Intake Office relating to Juvenile Court matters, and the Family Court Commissioner shall be retained in compliance with Supreme Court Rules Chapter 72.		
		01	Records of child in shelter care	Until child's 21 st birthday except permanent register of names of children & dates of admission & release	HFS §59.07(3)(b)	W
		02	Juvenile secure facility records	10 years after 18 th birthday		W
		03	Clerk of Courts: machine tapes and drawer total reports	1 year after audit		W
J	District Attorney & Victim Witness		District Attorney records are governed by state record retention schedules	Varies	§978.07, Wis. Stats.	W
K	Finance	01	All accounts of county and books of account	7 years		W
		02	General ledger	15 years		W
		03	Bank statements	4 years		W
		04	Balance reports	4 years		W
		05	Payroll registers, other payroll report, and social security and retirement earnings reports	10 years		W
		06	Withholding allowance certificates, employee wage and tax statements, and other tax records	7 years		W
		07	Time Cards, attendance records, salary schedule	7 years		W
		08	Garnishment records	7 years		W
		09	Rough work papers used in payroll calculations	3 years		W

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		10	Unemployment compensation records	3 years		W
		11	Retirement records	8 years after end of service		W
		12	Deferred compensation payment records	8 years after end of service		W
		13	Equipment & furnishings inventories	Until superseded		W
		14	Property inventory	Until superseded		W
		15	Investment records	6 years		W
		16	Notices of tax apportionment from Secretary of State	3 years	§59.52(4)(a)1, Wis. Stats.	W
		17	Copies of notices of tax apportionment sent to local taxing districts by County Clerk	3 years	§59.52(4)(a)2, Wis. Stats.	W
		18	Illegal tax certificates charged back to local tax districts	3 years after charging	§59.52(4)(a)(6), Wis. Stats.	W
		19	Check register-treasurer cash	7 years		W
		20	Journal entries & any audits or journal entries	7 years		W
		21	General ledger, trial balance	7 years		W
		22	Budget, vendor listing payables	3 years		W
L	Finance – Information Systems	01	Provides information technology services for departments and stores records information electronically for departments. Record information stored electronically must be maintained pursuant to the guidelines established for the specific departmental records and county-wide records enumerated in this section.	Varies	State Public Records Board General Records Schedule 9/99 p. 19	W
M	Finance – Purchasing	01	Bids and proposals, successful (less than \$250,000)	4 years plus current fiscal year	General Records Schedule 9/99 p. 19/50	W
		02	Bids and proposals, successful (greater than \$250,000)	6 years plus current fiscal year	General Records Schedule 9/99 p. 19/50	W
		03	Bids and proposals, unsuccessful	1 year after audit		W

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		04	Fleet car usage, purchase requisitions	1 year after audit		W
		05	Purchase orders (less than \$250,000)	4 years plus current fiscal year	General Records Schedule 9/99 p. 19/50	W
		06	Purchase orders (greater than \$250,000)	6 years plus current fiscal year	General Records Schedule 9/99 p. 19/50	W
		07	Property inventory	Until superseded		W
		08	Public Works contracts			W
			(a) Notice to contractors			W
			(1) successful bidders	7 years		W
			(2) unsuccessful bidders	2 years		W
			(b) Bidder's proof of responsibility			W
			(1) successful bidders	7 years		W
			(2) unsuccessful bidders	2 years		W
			(c) Bids			W
			(1) successful bidders	7 years after completion		W
			(2) unsuccessful bidders	2 years		W
			(d) Affidavit of organization & authority			W
			(1) successful bidders	7 years after completion of project		W
			(2) unsuccessful bidders	2 years		W
			(e) Bid tabulations	2 years		W
			(f) Performance bond	7 years after completion of project		W
			(g) Contract	7 years after completion of project		W
			(h) Master project files	20 years		W
N	Health Dept.	01	Family profiles, health status reports, database, medical care strategy and progress reports	7 years after the close of the case, provided records relating to immunizations are retained at least 10 years		(Patient care records are exempt from offering)
		02	EPSDT case files	7 years from the date of last activity, provided records relating to immunizations are retained at least 10 years		W

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		03	Well child clinic screening records	7 years from the date of last activity, provided records relating to immunizations are retained at least 10 years		W
		04	Newborn profiles and nurses home visit reports	7 years from the date of last activity, provided records relating to immunizations are retained at least 10 years		W
		05	Student health records maintained by Health Department	1 year after the date upon which the pupil graduated from or last attended the school	§118.125(3), Wis. Stats.	W
		06	School age child screening program summary logs	2 years		W
		07	Sexually transmittable disease files – adult	7 years from the date of final treatment		W
		08	Sexually transmittable disease files – juvenile	5 years after the juvenile reaches 18 years of age		W
		09	Tuberculin skin test record	7 years; if the information has been transferred to a permanent case file, retain 2 years		W
		10	Public health nurses daily reports	2 years		W
		11	Director's monthly reports	2 years		W
		12	Confidential birth report for health offices	1 year	§69.20(3)(c), Wis. Stats.	W
		13	Bureau of community health and prevention grants management records	5 years following final report		W
		14	WIC Program	3 years after final expenditure report	7 CFR 246.25	W
		15	Immunization Administration Records	Permanent	National Childhood Injury Act of 1986, §2125 PHS Act at 42 U.S.C. §300aa-25 (Supp. 1987)	N/A
O	Highway	01	Machinery, time sheets	1 year after machinery replaced		W
		02	Permits	Permanent		N/A

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		03	State gas reports	3 years		W
		04	Accident reports (copies)	3 years		W
		05	Insurance reports (copies)	3 years		W
		06	Stock control records	2 years		W
		07	Fuel usage reports	2 years		W
		08	Heavy equipment and vehicle inventory ledger	Until superseded		W
		09	Vehicle maintenance histories	Life of vehicle		W
		10	Vehicle usage reports	2 years		W
		11	Jurisdictional Highway Plans	Permanent		N/A
P	Human Resources	01	Unemployment compensation records	3 years		W
		02	Retirement records	8 years after end of service		W
		03	Department training records	7 years		W
		04	Performance evaluations	6 years		W
		05	Medical records	End of employment plus 30 years	29 CFR 910.1020	W
		06	EEO-4 reports, obsolete job description and any personnel or employment records made or kept, including but not limited to application forms or test papers by applicants and other records or decisions pertaining to hiring, promotion, transfer, layoff or termination, terms of compensation, and selection of training	4 years, except where a charge of discrimination has been filed; all personnel records relevant to a charge or action shall be retained until final disposition of the charge or the action	Public Records Board letter of 11/30/99 to Douglas County & attachment #1	W
		07	Union contracts and grievance, mediation and arbitration records	Permanent		N/A
		08	Individual employee personnel files	7 years after end of service		W
		09	Directives and policies	7 years after being updated or terminated		W

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Q	Human Services		Administration, Accounts Receivable, Business Office, Alcohol-Drug Abuse Services, Comprehensive Comm. Services Agenda, Dept. of Social Services, Economic Support/Public Assistance, Economic Development, Family Education and Treatment Program, Community Treatment Services, Long Term Support, Medical Records, Mental Health Center, Health Department, Samaritan Health Center			
		01	Ch. 49 case records & materials of all public assistance kept as required	If no payments have been made for at least 3 years & a face sheet & financial record of payments for each aid account are preserved in accordance with rules adopted by DHSS, set out below	§59.52(4)(a)(18), Wis. Stats.	W
			(a) Open public assistance case records:			W
			(1) All data forms; case det. sheets; work-sheets medical assistance cert. sheets; sheets which document the verification of changeable items such as income or health status; corresp. to and from applicants & recipients; and any other docs needed to support income maint. agency decisions	Keep for 6 months after closing public assistance case or until next certification period <u>if</u> information is duplicated in CARES. If <u>not</u> duplicated in CARES, keep for 3 years	DWD §18.03(3)&(4)	W
			(2) Sheets which document the verification of unchangeable items, such as social security numbers, birth dates & citizenship	As long as case is open	DWD §18.03(1)	W

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			(3) Financial record for all payments not on file in CRN	As long as case is open		W
			(b) Closed public assistance cases & denied cases	May be destroyed at any time if records have been copied in microfilm, electronic format or optimal disk	DWD §18.04	W
			(1) Records specified in 1(a)(1) above	May be destroyed at any time if records have been copied in microfilm, electronic format or optimal disk	DWD §18.04	W
			(2) Most recent data form, records specified in 1(a)(2) above and materials relating to any lack of cooperation on the part of the recipient	May be destroyed at any time if records have been copied in microfilm, electronic format or optimal disk	DWD §18.04	W
			(3) Most recent data form and records specified in 1(a)(2) above	May be destroyed at any time if records have been copied in microfilm, electronic format or optimal disk	DWD §18.04	W
		02	Social Service case files			
			(a) State required case documentation; initial contact sheet; notice of agency action; social services face sheet; social services agreement; social services narrative; financial information; any other records documenting client eligibility and activity	5 years after case is closed	DSL memo 2001-07, DCFS memo 01-07	W

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			(b) State required & county developed case documentation; assessment or diagnostic forms, records & narratives; social and medical histories; copies of court reports pertinent to case; release of information forms; client progress notes; case review forms; client or service agreements; forms and documentation of eligibility or financial status	5 years after case is closed	DSL memo 2001-07, DCFS memo 01-07	W
			(c) Social services records for cases not opened for services; applications; referral actions not resulting in case opening; miscellaneous requests and correspondence about individual clients from consumer and other agencies which do not result in case opening	1 year after final action/determination	DSL memo 2001-07, DCFS memo 01-07	W
		03	Ch. 51 Treatment Records	7 years after treatment unless specified below	HFS §92.12(1)	W
			(a) In the case of a minor	Until the person becomes 19 years of age or until 7 years after treatment whichever is longer	HFS §92.12(2)	W
			(b) Any record undergoing fed. or state audit	Until completion of the audit	HFS §92.12(3)	W
			(c) Records relating to legal actions	Until completion of legal action	HFS §92.12(4)	W

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			(d) Records relating to billing or collections	As long as file is active (records remain active as long as liability exists with the following exception: for inpatient mental health services, client records may be placed in inactive status when third-party sources are exhausted and it has been determined the responsible parties have a permanent inability or unlikely future ability to pay	HFS §1.06(3)(d)	W
			(e) Inactive client records	Shall be available for audit purposes and kept for a minimum of five (5) years with the following exception: where liability for inpatient mental health services remains, client records shall be kept a minimum of 10 years after the last transaction is posted to the record	HFS §1.06(30)(e)	W
		04	Original fiscal records	6 years	DSL memo 2001-07	W
		05	Payee records	7 years		W
		06	Case Management files	7 years		W
		07	Payee miscellaneous documents	3 months after audit completed		W
		08	Child-placing agency records			
			(a) A register identifying information about children accepted for service or placement	Permanent	HFS §54.06(2)(a)1	N/A
			(b) Individual case records for each child served and his/her family	7 years after case closed	HFS §54.06(20)(a)2	W
			(c) Juvenile examination records	7 years	70 Atty. Gen. 196 §19.21(6), Wis. Stats.	W

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			(d) Individual foster home records for each foster home used by the agency, which includes signed applications and agreements	7 years	HFS §54.06(2)(a)3	W
			(e) Individual records of studied adoptive applicants	7 years	HFS §54.06(2)(a)4	W
			(f) Personnel records	See Human Resources	HFS §54.06(2)(a)5	W
			(g) Financial reports and audits	7 years	HFS §54.06(2)(a)6	W
			(h) Licensing and certification records for in-home and family day care; adult family homes; foster homes; and group foster homes for children; application or other request forms; inspection and observation check lists; correspondence; other documentation relating to licensing or certification; approved license or certificate	2 years after the license or certificate is no longer active	DCS memo 92-12	W
			(i) Licensing and certification records for above types of facilities where license or certificate was not approved	1 year after final action/determination	DCS memo 92-12	W
			(j) Adoption records; county agencies providing child welfare services under §48.56 or child placing agencies licensed under §48.60, Wis. Stats., should follow the detailed procedures for adoption information search and disclosure detailed in HSS 53.	Permanent	HFS §53.07(1)	N/A
		09	Third-party recovery records	7 years after case closure; recommend microfilming essential information		W
		10	Fraud referral records	7 years		W

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			(a) Unfounded	3 years after determination; recommend microfilming essential information		W
			(b) Founded – referred to District Attorney	7 years after determination; recommend microfilming essential information		W
			(c) Founded – other	5 years after determination; recommend microfilming essential information		W
R	Office on Aging	<i>All financial and programmatic records, supporting documents, statistical records and other records which are required to be maintained by the terms of the grant/contract or otherwise reasonably considered as pertinent to the grant/contract are governed by the Federal DHSS Regulations, Title 45, Part 74, Subpart D.</i>				
		01	Records as defined above	3 years from date the Office on Aging submits to HSS the last federal expenditure report for each grant award		W
		02	Litigation, claims, audit or other action involving records	Completion of action & resolution of all issues or the normal 3 year period, whichever is later		W
		03	Equipment records	3 years from date of disposition, replacement or transfer (direction of awarding agency)		W
		04	Indirect cost rate proposals & cost allocation plans	3 years from the end of the contract covered by the plan or proposal		W
		05	Non-expendable property acquired with Title III or other federal or state funds	At least 3 years after final sale or disposition		W
		06	<i>In case of litigation, claim, audit or other action involving records or records concerning non-expendable property, such records may not be disposed until authorization has been obtained by the awarding agency to dispose of records.</i>			

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S	Planning and Parks Dept.	01	Master park plan	Permanent		N/A
		02	Plats	Permanent	Ch.236 Wis. Stats.	N/A
		03	Aerial photographs	Permanent		N/A
		04	Committee agendas and summaries	6 years		W
		05	Citation & park patrol records	2 years		W
		06	Permit application	Permanent		N/A
		07	Code compliance inspection reports	Permanent		N/A
		08	State approved commercial building plans	4 years		W
		09	Permit ledger	3 years		W
		10	Quarter section maps, copies	Until superseded		W
		11	Decisions and supporting documents of Board of Adjustment	Permanent		N/A
		12	Guidebooks and trail information	Until updated or no longer useable		W
		13	Wisconsin Conservation Corps Projects/crew information	3 years		W
		14	Annual work plans	3 years		W
		15	Dam information	Permanent		N/A
		16	Equipment & vehicle registration reports	Until equipment & vehicles disposed of		W
		17	General information	Until updated		W
		18	Land acquisition – deeds, abstracts	Permanent		N/A
T	Planning and Parks Dept. - Board of Adjustment	01	Decisions and supporting documents	See Planning & Parks Dept.		W
	Planning and Parks Dept. - Land and Water Conservation Division	01	Plats	Permanent		N/A
		02	Certified surveys	Permanent	§236.34, Wis. Stats.	N/A
		03	Assessor's plats	Permanent	§70.27, Wis. Stats.	N/A
		04	Aerial photographs	Until superseded		W
		05	Original government survey plats & notes	Permanent		N/A

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		06	subsequent county surveyors maps & field notes & miscellaneous files	Permanent		N/A
		07	Retracement surveys	Permanent		N/A
		08	Parcel maps	Until superseded		W
		09	Corner restorations	Permanent; kept in Register of Deeds Office		N/A
		10	Digital maps	Until superseded		W
		11	Journal indexes	Permanent		N/A
		12	Committee meeting minutes	6 years after date of publication		W
		13	Committee meeting tapes used to create minutes	90 days after minutes are approved		W
U	Planning and Parks Dept - Land Use Division	01	Aerial photographs	Until superseded		W
		02	Permit applications	Permanent		N/A
		03	Code compliance and inspection reports	Permanent		N/A
		04	Permit ledger	3 years		
		05	Board of Adjustment decisions and supporting documentation	Permanent		N/A
		06	Certified surveys	Permanent	§236.34, Wis. Stats.	N/A
V	Planning and Parks Dept. - Planning Division	01	Plats	Permanent		N/A
		02	Assessor's plats	Permanent		N/A
		03	Aerial photographs	Until superseded		W
		04	Certified Surveys	Permanent	§236.34, Wis. Stats.	N/A
		05	Water quality approval letters	Permanent		N/A
		06	Parcel maps	Until superseded		W
		07	Hauler licenses, applications	2 years after renewal		W
		08	County Development Plan	Until superseded		W
		09	Land Information Plan	Until superseded		W
		10	Waste Management Plan	Until superseded		W

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W	Planning and Parks Dept. – Real Property Lister	01	Final real property assessment roll	15 years except that no assessment roll containing forest crop acreage may be destroyed without prior approval of the secretary of revenue	§59.52(4)(c)3, Wis. Stats.	N
		02	Parcel maps	Until superseded		W
X	Planning and Parks Dept. – Surveyor	01	Section Corner Monument location documentation	Permanent	§59.45(1)(2), Wis. Stats.	N/A
Y	Register in Probate		Circuit Court – Clerk of Court – Court Commissioner – Register in Probate – Clerk of Juvenile Court	All records maintained by the Clerk of Court, Register in Probate or Juvenile Intake Office relating to Juvenile Court matters, and the Family Court Commissioner shall be retained in compliance with Supreme Court Rules Chapter 72.		
		01	Wills foreign certificate of assignment	7 years	§868.05(2), Wis. Stats.	W
		02	Wills notice that proceedings have been taken to contest will	7 years	§868.01(3), Wis. Stats.	W
Z	Register of Deeds	01	Obsolete documents pertaining to chattels, including final books of entry	6 years, with County Board approval	§59.43(12)(a), Wis. Stats.	W
		02	Corner restorations	Permanent		N/A
AA	Samaritan Health Center	01	Resident's medical records	5 years after discharge or death	HFS §132.45(2)(f)2, MED §21.03 §146.81(4), Wis. Stats.	W
		02	Master resident index	Permanent		N/A
		03	Disease index	Permanent – may be destroyed if patient ID, final diagnosis, doctor's ID and date of admission/ discharge retained	HFS §132.45	N/A
		04	Patient accident reports	5 years		W
		05	Census reports	5 years		W
		06	Documents authorizing another person to speak or act on behalf of the resident	5 years	§146.81(5), Wis. Stats., MED §21.02, MED §21.03	W
		07	Personnel/employee records	See Human Resources		W

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		08	Professional consultation records if not routinely maintained as part of medical chart	5 years after discharge or death	MED §21.03 MED §21.02	W
		09	Dietary records (all menus and therapeutic diets)	2 years	HFS §132.45	W
		10	Staff work and time schedules	2 years	HFS §132.45	W
		11	Safety tests-records of fire detection, alarm & extinguishment tests	2 years	HFS §132.45	W
		12	Inservice & orientation programs (including subject matter, instructors & attendance records)	2 years	HFS §132.45	W
		13	Transfer agreements	2 years	HFS §132.45	W
		14	Funds and property statements of residents	2 years from date of resident's discharge or transfer from facility or death	HFS §132.45	W
		15	All other records required by HSS 132.45	2 years	HFS §132.45	W
		16	Drug control sheets	5 years	Phar. §7.05	W
		17	Utilization review & other committee meeting minutes	5 years		W
		18	Gas tax refund	3 years		W
		19	Receipts, patient cash, bank statements, documents and income records maintained by facility for residents	5 years		W
		20	Purchase orders (copy)	3 years		W
BB	Sheriff's Dept. – Communications Bureau	01	Incident record	10 years		W
		02	Telecommunicator's radio log	120 days		W
		03	Audio tapes	120 days		W
CC	Sheriff's Dept. – Corrections Division	01	Dockets, daily jail records	8 years	§59.27(8), Wis. Stats.	W
		02	Cash books	8 years	§59.27(8), Wis. Stats.	W
		03	Check book	8 years	§59.27(8), Wis. Stats.	W
		04	ledger sheets	7 years		W
		05	Accounts work sheets	7 years		W

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		06	Meal books	8 years	§59.27(8), Wis. Stats.	W
		07	Canteen sheets	8 years	§59.27(8), Wis. Stats.	W
		08	Visit log	8 years	§59.27(8), Wis. Stats.	W
		09	Menus	8 years	§59.27(8), Wis. Stats.	W
		10	Jail billing	8 years	§59.27(8), Wis. Stats.	W
		11	Bond receipts	8 years	§59.27(8), Wis. Stats.	W
		12	Daily bond	8 years	§59.27(8), Wis. Stats.	W
		13	Inmate files; disciplinary forms; Huber revocation forms; employer information forms; employer job search verification sheets; court orders	8 years after release of inmate	§59.27(8), Wis. Stats. DOC §348.09(1) DOC §348.09(3)	W
		14	Daily work location forms	8 years	§59.27(8), Wis. Stats.	W
		15	Inmate daily activity	8 years	§59.27(8), Wis. Stats.	W
		16	Exercise logs	8 years	§59.27(8), Wis. Stats.	W
		17	Phone logs	8 years	§59.27(8), Wis. Stats.	W
		18	Huber rules forms	8 years	§59.27(8), Wis. Stats.	W
		19	Jailer logs	8 years	§59.27(8), Wis. Stats.	W
		20	Daily cell block check sheets	8 years	§59.27(8), Wis. Stats.	W
		21	Medical records	8 years	§59.27(8), Wis. Stats. DOC §348.09(2)	W
		22	Booking sheets	Permanent		N/A
DD	Sheriff's Dept. – Investigation Div.	01	Ordinance violation – citations	2 years		W
		02	Arrest records	8 years	§59.27(8), Wis. Stats.	W
		03	Incident records	10 years	§59.27(8), Wis. Stats.	W
		04	Evidence cards	10 years	§59.27(8), Wis. Stats.	W

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EE	Sheriff's Dept. – Medical Examiner	01	Homicide or suspicious death investigation case files	75 years	§940.01, Wis. Stats. – Homicide is class A felony SCR 72.01(28) requires court to keep records for 75 years – class A felonies	W
		02	Other investigation case files and records	7 years unless subject to litigation and then until litigation resolved		W
FF	Sheriff's Dept. – Operations Division	01	Uniform traffic citations	1 year after closed, disposed or canceled		W
		02	Work schedules	7 years		W
		03	Wisconsin accident reports	8 years		W
GG	Sheriff's Dept. – Process Division	01	Attorney letters	7 years		W
		02	Form 50s	7 years		W
		03	Transport records	7 years		W
		04	Proof of Service	7 years		W
		05	correspondence instructing civil process service	7 years		W
		06	Process receipt print-outs	7 years		W
		07	Process deposit receipts	7 years		W
HH	Treasurer	01	General receipts and settlement receipts	7 years	§59.52(4)15, Wis. Stats.	W
		02	Municipal tax rolls (see also Planning & Development)	15 years	§59.52(4)(c)2, Wis. Stats.	N
		03	Balancing reports	3 years		W
		04	Audit letters	3 years		W
		05	Accounts payable, detail listing, check register (copies)	7 years	§59.52(4)(a)9, Wis. Stats.	W
		06	General ledger, trial balances	7 years	§59.52(4)(a)15, Wis. Stats.	W
		07	Journal entries, resolutions general receipts, treasurer's cash	7 years	§59.52(4)(a)15, Wis. Stats.	W
		08	General receipts combined, budget vendor listing, payables	7 years	§59.52(4)(a)15, Wis. Stats.	W
		09	Bank reconciliations and statements	7 years		W

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		10	Outstanding checks	7 years	§59.52(4)(a)9, Wis. Stats.	W
		11	Check register	7 years	§59.52(4)(a)9, Wis. Stats.	W
		12	Deposit tickets	1 year after audit		W
		13	Bank credit/debit notices	1 year after audit		W
		14	Cash drawer reconciliations	1 year after audit		W
		15	Tax receipts	15 years	§59.52(4)(a)15, Wis. Stats.	W
		16	All other receipts of County Treasurer	7 years		W
		17	Certified special assessment roll	After assessment collected or 7 years, whichever is longer		W
		18	Statement of new special assessments	5 years		W
		19	Special assessment payment register	Until all assessments collected or 7 years, whichever is longer		W
II	University Extension	01	Governed by State record retention schedules	Follow State retention/destruction schedule	§§16.61 and 19.21, Wis. Stats.	W
JJ	Veterans Service	01	Regulations	Until superseded		W
		02	Military separation records of veterans	Permanent	§45.36, Wis. Stats. VA §1.10	N/A
		03	News releases	6 years		W
		04	Grave registration files	Permanent (suggest microfilm after 6 years)		N/A
		05	Veterans' benefit case files	2 years after inactive		W
		06	Wisconsin Department of Veterans' Affairs bulletins	Until superseded		W