

TITLE 4

Records

Chapter 1 Records Retention

Chapter 1

Records Retention

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Sec. 4-1-1 Purpose; General Retention Period.

The purpose of this Chapter is to establish a County-wide records retention schedule and authorize destruction of County records pursuant to that schedule on an annual basis. Record custodians do not have the authority to destroy records prior to the established retention period unless such records have been photographically reproduced as original records pursuant to Sec. 16.61(7), Wis. Stats. If there is not a specific law requiring a specific retention period, all records must be retained seven (7) years unless the Public Records and Forms Board fixes a shorter period.

Sec. 4-1-2 Historical Records; Waiver of Notification.

The State Historical Society of Wisconsin (SHSW) has waived the required statutory sixty (60) day notice under Sec. 19.21(5)(d), Wis. Stats., for the records marked AW@, which designates waived notice. SHSW must be notified prior to the destruction of records marked AN@, designating non-waiver. Notice is also required for any record not listed in this Chapter, AN/A@ indicates the SHSW notice requirement is not applicable and applies to all County records designated for permanent retention.

Sec. 4-1-3 Destruction After Request for Inspection.

No requested record may be destroyed until after the request is granted or sixty (60) days after the request is denied. If an action is commenced under Sec. 19.37, Wis. Stats., the requested record may not be destroyed until a court order is issued and all appeals have been completed. (See Sec. 19.35(5), Wis. Stats.)

Sec. 4-1-4 Destruction Pending Litigation.

No record subject to pending litigation shall be destroyed until the litigation has been resolved.

Sec. 4-1-5 Microfilming of Department Records.

Departments may keep and preserve public records through the use of microfilm providing that the microfilming meets the applicable standards established in Sec. 16.61(7), Wis. Stats. Departments should consider factors such as the retention period and estimated cost of the microfilming in deciding which records to microfilm. After verification, paper records can be destroyed if these records are to be preserved on microfilm. For microfilmed records not identified as permanent, the above records retention period applies.

Sec. 4-1-6 Definitions.

The following definitions shall be applicable in this Chapter:

- (a) **Legal Custodian.** The individual responsible for maintaining records pursuant to Sec. 19.33, Wis. Stats.
- (b) **Record.** Record as defined in Sec. 19.32(2), Wis. Stats.

Sec. 4-1-7 Countywide Records.

The following records are found throughout various departments in the County and are subject to uniform regulation unless otherwise specified:

Record	Retention	Authority
(a) Contracts, leases, agreements (W)	7 years	59.715(10), Wis. Stats.
(b) Insurance policies and related records (W)		59.715(10), Wis. Stats.
(1) Claims made	7 years after expiration	
(2) Occurrence	Permanent	
(c) Canceled checks (W)	7 years *	59.715(18), Wis. Stats.
(d) Receipts (W)	7 years *	
(e) Accounts payable: purchasing invoices/vouchers/detail listing/vendor listing (W)	7 years *	
(f) Accounts receivable/receipts (W)	7 years *	
(g) Receipt journals (W)	7 years *	
(h) Vouchers/order register (W)	7 years *	
(i) General journal (N)	7 years	
(j) Construction plans for County buildings & bridges (N)	Life of structure	
(k) Blueprints (N)	Until superseded by asbuilt tracings	
(l) As-built tracings (N)	Life of project	

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| (m) | Personnel records (W) | See Sec. 4-1-20 of this Code |
| (n) | Warranty records (W) | Life of product or end of warranty, whichever occurs first |
| (o) | Equipment & furnishings inventories (W) | Until superseded |
| (p) | Any record subject to litigation, claim, audit or other action (W) | Until permission to destroy obtained from Corporation Counsel |
| (q) | Citations (copies) (W) | 2 years |
- * Time reduced to two (2) years if the original records are maintained in the Finance Department.

Sec. 4-1-8 Department of Aging Records.

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 federal DHSS Regulations Title 45, Part 74, Subpart D:

Record	Retention
(a) Records as defined above (W)	3 years from date the Office on Aging submits to HSS the last federal expenditure report for each grant award
(b) Litigation, claims, audit or other action involving records (W)	Completion of action and resolution of all issues or the regular 3 year period, whichever is later

- (c) Equipment records (W) 3 years from date of disposition or replacement or transfer. (Direction of awarding agency)
- (d) Indirect cost rate proposals & cost allocation plans (W) 3 years from the end of the contract covered by the plan or proposal
- (e) Non-expendable property acquired with Title III or other federal or state funds (W) At least 3 years after final sale or disposition
- (f) 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.

Sec. 4-1-9 Health Care Center Records.

Record	Retention	Authority
(a) Original medical record (W)	5 years after discharge or death	HSS 132.45(4)(d)2, Wis. Adm. Code
(b) Master resident indexes (N/A)	Permanent	HSS 32.45(4)(d)3.b.
(c) Disease index (N/A)	Permanent	HSS 132.45(4)(b)2
(d) All other records required HSS 132.45 (W)	2 years	HSS 132.45(4)(d)2
(e) Patient accident records (W)	7 years	
(f) Census reports (W)	5 years	
(g) Utilization review & other committee meeting minutes (W)	7 years	

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(h)	Gas tax refund (W)	3 years	
(i)	Receipts/patient cash/bank statements/documents and income records maintained by facility for residents (W)	7 years	
(j)	Purchase orders (copies)(W)	3 years	
(k)	Documents authorizing another person to speak or act on behalf of the resident (W)	5 years	HSS 132.45(4)(f)
(l)	Personnel/employee records (W)	See Sec. 4-1-20 of this Code	
(m)	Professional consultation records if not routinely maintained as part of medical chart (W)	7 years after discharge or death	HSS132.45(6)(e) and 132.45(4)(f)
(n)	Dietary records (all menus and therapeutic diets) (W)	2 years	HSS132.45(6)(a) and 132.45(4)(d)
(o)	Staff work and time schedules (W)	2 years	HSS132.45(6)(b) and 132.45(4)(d)
(p)	Safety tests-records of fire detection, alarm & extinguishment tests (W)	2 years	HSS132.45(6)(c) and 132.45(4)(d)
(q)	Inservice & orientation programs (including subject matter, instructors & attendance records) (W)	2 years	HSS132.45(6)(f) and 132.45(4)(d)
(r)	Transfer agreements (W)	2 years	HSS132.45(6)(g) and 132.45(4)(d)

(s)	Funds & property statements of residents (W)	2 years from date of residents= discharge transfer from facility or death	HSS132.45(6)(h),and 132.45(4)(d)
(t)	All other records required by HSS 132.45 (W)	2 years	HSS 132.45(4)(f)
(u)	Drug control sheets (W)	5 years	PHARM 7.05, Wis. Adm. Code

Sec. 4-1-10 Child Support Records.

Record	Retention	Authority
(a) Expenditure reports & supporting documentation (W)	3 years	45 CFR 74.20 - 74.25
(b) Statistical reports & supporting documentation (N)	3 years	45 CFR 73.20 - 74.25
(c) Client/case records including client/attorney information (W)	Until youngest child reaches age 21	
(d) Records of required client notification (W)	3 years	45 CFR 73.20 - 74.25

Sec. 4-1-11 Corporation Counsel Records.

Record	Retention	Authority
(a) Case files/non-litigation (W)	3 years	
(b) Case files/litigation (W)	3 years after closure or when appeal time has run, whichever is longer or per SCR	
(c) Legal memos (W)	7 years	

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- (d) Legal opinions (N/A) Permanent

Sec. 4-1-12 County Clerk Records.

Record	Retention	Authority
(a) Notices of tax apportionment from Secretary of State (W)	3 years	59.715(1), Wis. Stats.
(b) Copies of notices of tax apportionment sent to local taxing districts (W)	3 years	59.715(2), Wis. Stats.
(c) Records of county claims forwarded to DNR (W)	1 year	59.715(3), Wis. Stats.
(d) List of town, city & village officers certified to County Clerk (N)	After date of expiration of term listed	59.715(4), Wis. Stats.
(e) Crop reports by local assessors (N)	3 years	59.715(5), Wis. Stats.
(f) Illegal tax certificates charged back to local tax district (W)	3 years after charging back	59.715(6), Wis. Stats.
(g) Notices of application for taking of tax deeds & certificates of non-occupancy, proofs of service & tax certificates filed (W)	15 years	59.715(7), Wis. Stats.
(h) Official bonds (W)	6 years	59.715(8), Wis. Stats.
(i) Claims paid by County & supporting papers (W)	7 years	59.715(9), Wis. Stats.
(j) Reports of town treasurers on dog licenses sold & records of dog licenses issued (W)	3 years	59.715(12), Wis Stats.

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(k)	Copies of receipts issued by treasurer (W)	4 years or until audited, whichever is earlier	59.715(14), Wis Stats.
(l)	Copies of notices to town assessors re: lands sold & owned by County (W)	3 years	59.715(15), Wis Stats.
(m)	Oaths of office (W)	7 years	59.715(19), Wis Stats.
(n)	Marriage license applications & supporting papers (W)	10 years	59.715(22), WisStats.
(o)	Original papers, resolutions & reports concerning County Board proceedings (N)	6 years after date of publication	59.717(1), Wis. Stats.
(p)	Check register/treasurer cash (W)	7 years	
(q)	Committee minutes (N)	6 years after date of publication	59.717(1), Wis. Stats.
(r)	Deeds (N/A)	Permanent or listing of when & where recorded	
(s)	Abstracts & certificates of title, title insurance policies (N/A)	Permanent or as long as land owned	
(t)	Apportionment maps (W)	Until next apportionment	59.03, Wis. Stats.
(u)	U.S. Geological survey maps (W)	Until next set of maps received	
(v)	Report on functional jurisdiction of roads (W)	10 years or until next report received	
(w)	Certified mileage lists (W)	Until next list received	
(x)	Town plats (W)	3 years	

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(y)	Award of damage for scenic rights (W)	Until recorded	
(z)	Relocation orders/maps (W)	Retain latest revision for each project	
(aa)	Mill rates from towns (W)	2 years	
(bb)	Journal entries & any audits or journal entries (W)	7 years	
(cc)	Journal of proceedings (N)	6 years after date of publication	
(dd)	Financial registration statements & reports (W)	6 years	7.23(1)(d), Wis. Stats.
(ee)	Registration & poll lists (W):		7.23(1)(e), Wis. Stats.
	(1) Non-partisan elections	2 years	
	(2) Partisan elections	4 years after election	
(ff)	Federal elections records other than registration cards (W)	22 months	7.23(1)(f), Wis. Stats.
(gg)	Detachable recording units (W)	14 days for 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.
(hh)	Electronic ballot tallies (W)	22 months after date of election	7.23(1)(g), Wis. Stats.
(ii)	Ballots (W)	30 days after election	7.23(1)(h), Wis. Stats.
(jj)	Official canvasses (W)	10 years after election	7.23(1)(i), Wis. Stats.

(kk)	Election notices & proofs of publication & correspondence (W)	1 year after date of election unless contested, then by court order	7.23(1)(j), Wis. Stats.
(ll)	All other election stats., materials & supplies (W)	90 days after election	7.23(1)(k), Wis. Stats.
(mm)	Records transferred by registrants who submit dissolution reports after primary and general elections (W)	3 years after their last election	10.74(8)(e) Wis Stats.
(nn)	Columbia County Teachers College records (N/A)	Permanent	
(oo)	Annual reports by department heads (N)	3 years	
(pp)	Non-resident relief claims (W)	7 years	
(qq)	Rezoning petitions (original) (N/A)	Permanent	
(rr)	Canceled registration cards (W)	4 years after cancellation	7.23(1)(c), Wis. Stats.

Sec. 4-1-13 Court Records.

All records maintained by the Clerk of Courts, Register in Probate, Juvenile Court or Juvenile Intake Office relating to Juvenile Court, and the Family Court Commissioner shall be retained in compliance with Supreme Court Rules Chapter 72. Records not specified therein of a general County-wide nature shall be retained pursuant to Section 4-1-7 of this Code of Ordinances:

Record	Retention	Authority
(a) Shelter care records (W)	Until child=s 21 st birthday except permanent register of names of children & dates of admission & release	HSS 59.07(3)(b)

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| (b) | Secure juvenile facility records (W) | 10 years after 18 th birthday | HSS 346.13 & SCR 72 |
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Sec. 4-1-14 Data Processing.

County data processing provides information technology services for departments and stores record information for departments. Record information stored electronically must be maintained pursuant to the guidelines established for the specified departmental records and County-wide records enumerated in this Chapter.

Sec. 4-1-15 District Attorney Records.

	Record	Retention	Authority
(a)	Traffic, misdemeanor, civil or related case records (W)	3 years after commencement of action	59.715(24)(b), Wis. Stats.
(b)	Felony or related case records (W)	After mandatory release date per 53.11(1), Wis. Stats. or 10 years after commencement of action, whichever is later	59.715(24)(c), Wis. Stats.
(c)	Any other record evidencing D.A.'s activities or functions (W)	6 years	59.715(24)(d), Wis. Stats.
(d)	Trust account records (W)	7 years	SCR 20:1.15

Sec. 4-1-16 Finance Department Records (Office of the Comptroller).

	Record	Retention	Authority
(a)	All accounts of County and books of account (W)	7 years	
(b)	General ledger (W)	15 years	
(c)	Budgets and supporting detail (W)	7 years	

Sec. 4-1-17 Human Services Records.

Record	Retention	Authority
(a) Case records & other materials of all public assistance kept as required under Chapter 49, Wis. Stats. (N)	If no payments have been made for at least 3 years & a fact sheet & financial records retained per DHSS	59.715(21), Wis. Stats.
(b) Original fiscal records (W)	7 years	
(c) Juvenile examination records 48.59, Wis. Stats. (W)	7 years	
(d) Open public assistance case records (W):		
(1) All data forms; case determination sheets; work sheets; medical assistant certification sheets; sheets which document the verification of changeable items, such as income or health status; correspondence to and from applicants & recipients; and any other documents needed to support income maintenance agency decisions	To cover most recent 6 year period	HSS 245.03(1)(a)
(2) Sheets which document the verification of unchangeable items, such as social security numbers, birth dates, & citizenship	As long as case is open	HSS 245.03(1)(b)

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(3) Financial record for all payments not on file in CRN	As long as case is open	HSS 245.03(1)(c)
(e) Closed public assistance cases & denied cases (N):		
(1) Records specified in HSS 245.03(1)(a)	36 months following date of closing	HSS 245.03(2)(a)
(2) Most recent data, records specified in HSS 245.03(1)(b) & (c) and materials relating to any lack of cooperation on the part of a recipient	6 years from date of closing	HSS 245.03(2)(b)
(3) Most recent data form & records specified in HSS 245.03(1)(b)	36 months from date of denial	HSS 245.03(2)(c)
(f) Social Services case files (N):		DHSS Memo (82-1A)
(1) State required case documentation; initial contact sheet, notice of agency action, Social Services fact sheet, Social Services agreement, Social Services narrative, financial information, any other records documenting client eligibility & activity	3 years after case is closed	

(2) State required & County developed case documentation; assessment or diagnostic forms, records & narratives, social & medical histories, copies of court reports pertinent to the case, release of information forms, client progress notes, case review forms, client or service agreement, forms & documentation of eligibility or financial status	3 years after case is closed	
(3) Social Services records for cases not opened for services; applications, referral actions not resulting in case opening, miscellaneous requests & correspondence about individual clients from consumer & other agencies which do not result in case opening	1 year after final action/determination	
(g) 51.42/437 Treatment records (W):	7 years unless minor, then until 19 years of age or 7 years after treatment completed, whichever is longer	HSS 92.12(1) & (2)
(1) Undergoing federal or state audit	Until completion of audit	HSS 92.12(3)
(2) Relating to legal actions	Until completion of legal action	HSS 92.12(4)

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(h) Client collection files (W):

(1) Active client records	Active as long as liability exists except for inpatient mental services when third party sources are exhausted & it has been determined the responsible parties have a permanent inability or unlikely future ability to pay	HSS 1.06(3)(d)
(2) Inactive client records	5 years except where liability for inpatient mental health services remains, then 10 years after last transaction posted to the record	HSS 1.06(3)(e)
(i) Payee records (N/A)	Permanent	
(j) Case Management files (W)	7 years	
(k) Payee misc. documents (W)	3 months after audit completed	
(l) Child-placing agency records (W):		
(1) Register identifying information about children accepted for service or placement	Permanent	HSS 54.05(2)(a)1
(2) Individual case records for each child served & family	7 years after case closed	HSS 54.05(2)(a)2

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| (3) Individual foster home records for each foster home used by the agency, which includes signed applications & agreements | 7 years | HSS 54.05(2)(a)3 |
| (4) Individual records of studied adoptive applicants | 7 years | HSS 54.05(2)(a)4 |
| (5) Personnel records | 7 years | HSS 54.05(2)(a)5 |
| (6) Financial reports & audits | 7 years | HSS 54.05(2)(a)6 |
| (7) Licensing & certification records for in-home & family day care; adult family homes; foster homes; & group foster homes for children

Application or other request forms, inspection & 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 | |
| (8) Licensing & certification records for above types of facilities where license or certificate was not approved | 1 year after final action/determination | |

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<p>(9) Adoption records of County agencies providing child welfare services under Sec. 48.56 or child-placing agencies licensed under Sec. 48.60, Wis. Stats., should follow the detailed procedures for adoption information search & disclosure detailed in HSS 53</p>	<p>Permanent</p>	<p>HSS 53.07(1)</p>
<p>(m) Third-party recovery records (W)</p>	<p>1 year after case closure recommend micro-filming essential information</p>	
<p>(n) Fraud referral records (W):</p>		
<p>(1) Unfounded</p>	<p>3 years after determination recommend microfilming essential information</p>	
<p>(2) Founded - referred DA</p>	<p>7 years after determination recommend microfilming essential information</p>	
<p>(3) Founded - other</p>	<p>5 years after determination recommend microfilming essential information</p>	
<p>(o) Non-resident relief claims</p>	<p>7 years</p>	

Sec. 4-1-18 Buildings and Grounds Department Records

Record	Retention	Authority
(a) Blueprints (W)	Permanent or until building disposed of	
(b) Shop drawings (N/A)	Permanent	
(c) Equipment & machine maintenance (W)	Life of equipment	
(d) Utility usage (W)	5 years	
(e) Inventory (W)	Until superseded	
(f) Receipts from County Treasurer (W)	4 years or until audited, whichever is sooner	
(g) Keying list (W)	Until superseded	
(h) Material safety data sheets (W)	7 years after product used up	

Sec. 4-1-19 Coroner Records.

Record	Retention	Authority
(a) Homicide or suspicious deaths (W)	75 years	
(b) All other records (W)	7 years unless subject to litigation & then until litigation resolved	

Sec. 4-1-20 Human Resources Records.

Record	Retention	Authority
(a) Payroll registers, other payroll reports, & social security & retirement earnings reports (W)	10 years	
(b) Withholding allowance certificates, employee wage & tax statements, other tax records & 1099 forms & other tax records (W)	7 years	
(c) Time cards, attendance records, salary schedules & department training records (W)	7 years	
(d) Insurance records (W)	7 years	
(e) Performance evaluations, garnishment records & medical records (W)	5 years	
(f) EEO-4 reports, obsolete job descriptions & any personnel or employment records, made or kept, records of decisions pertaining to hiring, including test papers, promotion, demotion, transfer, layoff or termination, terms of compensation, & selection of training (W)	3 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.	

Application forms of individuals selected for a position, retained in employee personnel file	8 years after end of service
Application forms of individuals not selected for a position	1 year after submission of application date
(g) Union contracts & grievance, mediation & arbitration records (N/A)	Permanent
(h) Rough work papers used in payroll calculations (W)	3 years
(i) Unemployment compensation records (W)	3 years
(j) Individual employee personnel files & retirement records (W)	8 years after end of service
(k) Accident reports, injury claims & settlements; injury frequency charges (W)	8 years after end of service
(l) Deferred compensation payment records (W)	8 years after end of service
(m) Directives & policies (W)	7 years after being updated or terminated

Sec. 4-1-21 Planning and Zoning Records.

Record	Retention	Authority
(a) Plats (N/A)	Permanent	
(b) Certified surveys (N/A)	Permanent	
(c) Assessors plats (N/A)	Permanent	
(d) Aerial photographs (N)	Until superseded	

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(e) Final real property assessment roll (W)	15 years ANo assessment roll containing forest crop acreage may be destroyed without prior approval of the secretary of revenue.@	59.717(4), Wis. Stats.
(f) Permit applications (N/A)	Permanent	
(g) Code compliance inspection reports (N/A)	Permanent	
(h) Date approved commercial building plans (W)	4 years	
(i) Permit ledger (W)	3 years	
(j) Quarter section maps, copies (W)	Until superseded	
(k) Decisions & supporting documents of Board of Adjustments (N/A)	Permanent	

Sec. 4-1-22 Register of Deeds Records.

Record	Retention	Authority
(a) Obsolete documents, pertaining to chattels, including final books of entry (W)	6 years	59.51(14), Wis. Stats.
(b) Receipts from Treasurer (W)	7 years	59.715(17), Wis. Stats.
(c) Personnel records/past employees (W)	See Sec. 4-1-20 of this Code	
(d) Census reports (N/A)	Permanent	
(e) Accident reports (W):		
(1) Currently subject of litigation	Corporation counsel permission to destroy	

(2) Other	7 years	
(f) Bank statements (W)	7 years	
(1) Cancelled checks	7 years	59.615(18), Wis. Stats.
(g) Election expenses (W):	6 years	11.21(11)(c), Wis. Stats.
(h) Wisconsin identification card applications & lamination notices (W):	7 years	
(i) UCC statewide lien system; information entered into computer from financing statements, etc. (N/A)	Permanent on computer	409.410, Wis. Stats.
(j) UCC 11 hard copies (W)	2 years	

Sec. 4-1-23 Sheriff's Department Records.

Record	Retention	Authority
(a) Dockets, daily jail records & cash books (N)	8 years	59.23(8), Wis. Stats.
(b) Register of inmates (Huber) (W)	8 years	DOC 348.09(1)
(c) Inmate medical records (Huber)(W)	7 years	DOC 348.09(2)
(d) Inmate discipline records (Huber)(W)	8 years	DOC 348.09(3)
(e) Registration of visitors (Huber)(W)	7 years	DOC 348.09(4)
(f) Booking records (N)	8 years	
(g) Correspondence (W)	7 years	

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(h) Incident reports (W)	8 years	
(i) Court orders (W)	Release of inmate or 7 years, whichever is later	
(j) Receipts, money records except cash books (W)	7 years	
(k) Complaint forms (includes consumer fraud, welfare fraud) (W)	8 years	59.23(8), Wis. Stats.
(l) Arrest citations (W)	8 years	59.23(8), Wis. Stats.
(m) Accident or incident reports (W)	8 years	59.23(8), Wis. Stats.
(n) Photographs (jail, mugshots, etc.) (W)	8 years	59.23(8), Wis. Stats.
(o) Training materials (records of attendance, lesson plans, etc.) (W)	7 years	
(p) Billing statements for invoices from subpoena service, foreclosure sales (W)	7 years	
(q) Service slips - civil process (W)	7 years	
(r) Surety bonds (W)	6 years	59.715(8), Wis. Stats.
(s) Personnel rosters (lists of current employees) (W)	7 years	
(t) Correspondence (W)	7 years	
(u) Payroll documentation (overtime, vacation, etc.) (W)	10 years	
(v) Work schedules (W)	7 years	

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(w) Personnel files (work records, suspensions, etc.) (W)	8 years after end of service	
(x) Citizen=s complaints (W)	7 years	
(y) Invoices (bills paid, monies collected) (W)	8 years	59.23(8), Wis. Stats.
(z) Accounts payable forms (W)	7 years	
(aa) Billing for contract patrol (W)	7 years	
(bb) C.A.R.E. program (W)	3 years	By contract
(cc) Jail:		
(1) Prisoner files (W)	8 years	59.23(8), Wis. Stats.
(2) Medical records of inmates (W)	8 years	59.23(8), Wis. Stats.
(3) Jail log in activity	8 years	59.23(8), Wis. Stats.
(4) Booking number assignment sheet (W)	8 years	59.23(8), Wis. Stats.
(5) Daily cell assignment sheet (W)	8 years	59.23(8), Wis. Stats.
(6) O.C.A. cards (W)	Permanent	
(7) Fingerprint cards (W)	Permanent	
(8) Inmate financial records (W)	8 years	59.23(8), Wis. Stats.
(9) Quarterly billing reports (cash) (W)	8 years	59.23(8), Wis. Stats.
(10) Jail register (dockets) (N)	8 years	59.23(8), Wis. Stats.

Records Retention

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(11) Bond receipts for courts (W)	8 years	59.23(8), Wis. Stats.
(12) Prisoner commissary reports (W)	7 years	
(13) Inmate request forms (W)	7 years	
(14) Stores, records (W)	7 years	
(15) Visitor passes (W)	7 years	

Sec. 4-1-24 Highway Department Records.

Record	Retention	Authority
(a) Machinery, time sheets (including costings & summary sheets) (W)	7 years	
(b) Permits (W):		
(1) Moving	1 year	
(2) Right-of-way	Permanent	
(c) State gas reports (W)	3 years	
(d) Accident reports (copies) (W)	3 years	
(e) Insurance reports (copies) (including liability, collision, workman=s compensation) (W)	3 years	
(f) Inventory records (stock) (W)	2 years	

(g) Fuel usage reports (including gas cards, bulk slips, summary sheets & costings) (W)	2 years
(h) Heavy equipment & vehicle inventory (W)	1 year after replaced or discarded
(i) Vehicle maintenance history (including equipment operation sheets & state green sheets) (W)	Life of vehicle
(j) Vehicle expense reports (W)	Life of vehicle
(k) Vehicle usage reports (W)	2 years
(l) Time cards (W)	7 years
(m) General ledger (W)	7 years
(n) Payroll ledger (W)	10 years
(o) Personnel records (W)	See Sec. 4-1-20 of this Code
(p) Materials (including summary sheets, charge-out slips & costings) (W)	7 years
(q) Annual reports (N)	7 years
(r) Check register (W)	3 years
(s) Labor (including costings & summary sheets) (W)	7 years

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Sec. 4-1-25 Treasurer Records.

Record	Retention	Authority
(a) Bank Statements (W)	7 years	
(b) General receipts & settlement receipts (W)	7 years	59.715(17), Wis. Stats.
(c) Municipal tax rolls (see also Planning & Zoning@) (W)	15 years	59.717(2), Wis. Stats.
(d) Balancing reports (W)	3 years	
(e) Audit letters (W)	3 years	
(f) Accounts payable/detail listing/check register (copies) (W)	3 years	
(g) General ledger, trial balance (W)	7 years	
(h) Journal entries, resolutions, general receipts, treasurer=s cash (W)	3 years	
(i) Budget, vendor listing, general receipts combined, payables (W)	3 years	
(j) Bank reconciliations (W)	7 years	
(k) Outstanding checks (W)	7 years	
(l) Check register (W)	7 years	
(m) Deposit tickets (W)	1 year after audit	
(n) Bank credit/debit notices (W)	1 year after audit	

(o) Cash drawer reconciliations (W)	1 year after audit	
(p) Tax receipts (W)	15 years	59.715(16), Wis. Stats.
(q) All other receipts of County Treasurer (W)	7 years	59.715(17), Wis. Stats.
(r) Canceled bonds, coupons & promissory notes (W)	Until audited	
(s) Bond & coupon record book, general obligation bonds (W)	7 years after bond issue expires or following payment of all outstanding matured bonds, notes, coupons, whichever is later	
(t) Certified special assessment roll (W)	After assessment collected or 7 years, whichever is longer	
(u) Statement of new special assessments (W)	5 years	
(v) Special assessment payment register (W)	Until all assessments collected or 7 years, whichever is longer	

Sec. 4-1-26 Veterans Service Office Records.

Record	Retention	Authority
(a) Regulations (W)	Until superseded	
(b) Military separation records (N/A)	Permanent	
(c) Grave registration files (N)	Permanent (suggest microfilm after 6 years)	

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- (d) Veterans= benefit case files (N) 2 years after inactive
- (e) Wisconsin Department of Veterans= Affairs bulletins (W) Until superseded

Sec. 4-1-27 Health Division Records.

(a) Administrative Records.

Record	Retention	Authority
(1) Mission Statement, philosophy, purpose	7 years	19.21, Wis. Stats.
(2) Agency goals, objectives short and long term strategic plans	7 years	19.21, Wis. Stats.
(3) Agency program evaluation	7 years	19.21, Wis. Stats.
(4) Job descriptions, other personnel records	7 years	19.21, Wis. Stats.
(5) Incident/injury reports	7 years or 1 year after settlement	
(6) Inventories: facilities and equipment	7 years	19.21, Wis. Stats.
(7) Program policies, procedures	7 years	19.21, Wis. Stats.
(8) Daily activity reports	7 years	19.21, Wis. Stats.
(9) Fiscal records, accounting, billing, budget	7 years	

(10) Taped meeting minutes	90 days after approval and publication	19.21, Wis. Stats.
(11) Grants	7 years or unless otherwise specified	
(12) Inventory or non-expendable personal	7 years disposal of property	19.21, Wis. Stats.
(13) Meeting agendas/minutes	7 years	19.21, Wis. Stats.
(14) Annual reports	Permanent	
(15) General correspondence	7 years	
(16) W.I.C.	3 full fiscal years plus 150 days	7 CFR 246.25
(b) Client/Family Care Records.		
(1) Birth certificate stats.	Not longer than 1 year	69.20(3)(c), Wis. Stats.
(2) Client records/patient care record	7 years	19.21, Wis. Stats.
(3) Family care record	7 years	19.21, Wis. Stats.
(4) HealthCheck/Well Child	7 years	19.21, Wis. Stats.
(5) Short term record	7 years	19.21, Wis. Stats.
(6) Care coordination	7 years	19.21, Wis. Stats.
(c) Communicable Disease Records.		
(1) Immunization record	7 years	19.21, Wis. Stats.

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| (2) Signature of person receiving vaccine or person authorized to make request for immunization | 10 years | Correspondence from/to William Foege, MD, September 1, 1982 |
| (3) Immunization administration record | Permanent | National Childhood Injury Act of 1986, Sec. 2125 PHS Act at 42 U.S.C. Sec. 300aaa-25 (Supp. 1987) |
| (4) Communicable Disease Reports (4151)-local copy (original to State Epidemiologist) | 7 years | |
| (5) STD Report (4343)-local copy (original to State Epidemiologist) | 7 years | |
| (6) Communicable Disease Outbreak Records [DOH 4142 (Rev. 8/86) and is complete DOH 9081] (original to State Epidemiologist) | Until investigation is complete | |

(d) Community Education.

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|---------------------------|---------|
| (1) Curriculum | 7 years |
| (2) Educational materials | 7 years |
| (3) Program materials | 7 years |
| (4) Evaluation | 7 years |

(e) Environmental Health Records.

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|--|-----------------------------------|---|
| (1) Licensed establishments;
inspection reports | 3 years | 50.535, Wis. Stats.
and HSS 192, Wis.
Adm. Code |
| (2) Variance approvals | Permanent | |
| (3) On-site waste | Hold until system
is abandoned | |
| (4) Well/septic permits | Hold until system
is abandoned | |
| (5) Water sample reports | 7 years | |
| (6) Health hazard investi-
gations | 7 years | |