

Ordinance to Adopt the Wisconsin Municipal Records Schedule

STATE OF WISCONSIN TOWN OF ELK MOUND, DUNN COUNTY JULY 14, 2022

SECTION 1-TITLE AND PURPOSE This ordinance is entitled the Town of Elk Mound Ordinance to Adopt the Wisconsin Municipal Records Schedule. The purpose of this ordinance is to provide the legal custodians(s) of public records in the possession of the Town of Elk mound with the authority to retain and destroy those records.

SECTION 11-AUTHORITY The Town Board of the Town of Elk Mound, Dunn County, Wisconsin, has the specific authority under ss. 60.83 and ss. 19.21(4), Wis. Stats., to adopt and ordinance to address the management and destruction of public records.

SECTION III: ADOPTION OF WISCONSIN MUNICIPAL RECORDS SCHEDULE The Wisconsin Municipal Records Schedule, as approved by the Public Records Board on August 27, 2018, attached hereto and incorporated herein by reference, is hereby adopted by the Town Board of the Town of Elk Mound as the Town's official record retention schedule.

SECTION IV: NOTIFICATION TO WISCONSIN STATE HISTORICAL SOCIETY When a record has met the terms of the retention period, the record may be destroyed by the legal custodian of the record, provided the custodian has complied with the notification requirement set forth in s. 19.21(4), Wis. Stats., to the Wisconsin State Historical Society.

SECTION V: CONFLICT In the event of any conflict between the terms of this ordinance and any applicable state statute, the applicable state statute shall control.

SECTION VI: REVOCATION OF PRECEDING ORDINANCE This ordinance hereby revokes and supersedes any prior resolutions or ordinances adopted by the town board relating to retention and/or destruction of public records of the Town of Elk Mound

SECTION VII: EFFECTIVE DATE; This ordinance shall become effective upon its publication and/or posting in the manner set forth in s. 60.80, Wis. Stats. Adopted this 14th day of July, 2022.

By the Town Board of the Town of Elk Mound, Dunn County, State of WI

Tony R Christopherson Chairman

[Signature] 1st Supervisor

[Signature] 2nd Supervisor

[Signature] Attest: Clerk