



Winnebago County
Chapter 12

Records Retention

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**WINNEBAGO COUNTY
RECORDS RETENTION CODE
CHAPTER 12 WINNEBAGO COUNTY
GENERAL CODE**

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Records Retention

12.01 PURPOSE:

- (1) The purpose of this chapter is to establish a county records retention schedule and authorize destruction of county records pursuant to the schedule on an annual basis. Records custodians may destroy a record prior to the time set forth in the schedule only if such record has been reproduced as an original record pursuant to § 16.61(7) or (2), Wis Stats, unless the record is added by amendment to the ordinance and the shorter time period is approved by the Public Records and Forms Board. Any record not covered by this chapter or any other regulation or law shall be retained 7 years.

12.02 Historical Records

- (1) The State Historical Society of Wisconsin (SHSW) has waived the required statutory 60 day notice under [§ 19.21\(5\)\(d\)](#), Wis Stats, for any record marked "W" (waived notice). SHSW must be notified prior to destruction of a record marked "N" (non-waived). Notice is also required for any record not listed in this chapter. "N/A" indicates not applicable and applies to any county record designated for permanent retention.

12.03 Definitions

- (1) **Legal Custodian:** The individual responsible for maintaining records pursuant to [§ 19.33](#), Wis Stats.
- (2) **Record:** The meaning is defined in [§ 19.32\(2\)](#), Wis Stats.
- (3) **DEFINITIONS:**

12.04 RETENTION SCHEDULE

(A) General

Record	Retention	Authority	SHSW Notification
1. Contracts, Leases, Agreements, Bid Notices	7 years after the last effective date	§ 59.52(4)(a)10 , Stats	W
2. Insurance Policies A. Claims B. Mast Contracts	See Section B Permanent	§ 59.52(4)(a)10 , Stats	W
3. Canceled Checks	7 years*	§ 59.52(4)(a)16 , Stats	W
4. Receipts	7 years*		W
5. Accounts Payable: Purchasing Invoices, Vouchers, Detail List, Vendor	7 years*		W
6. Accounts Receivable, Receipts	7 years*		W
7. Receipt Journals	7 years*		W

8. Vouchers, Order Register	7 years*		W
9. General Journal	7 years*		W
10. Construction Plans for County Buildings and Bridges	Life of Structure		W
11. Blueprints	Until superseded by as-built tracings		N
12. As-Built Tracings	Life of project		N
13. Personnel Records	See Section V		W
14. Warranty Records	Life of product or end of warrant, whichever occurs first		W
15. Any Record Subject to Litigation, Claim, Audit, or Other Action	Until permission to destroy obtained from Corporation Counsel		N/A
16. Citations (Copies)	2 years		W
17. Correspondence	3 years		W
18. Fleet Car Usage, Purchase Requisitions	1 year after audit		W
19. Purchase Orders	7 years		W
20. Bids and Proposals (Successful)	7 years after contract expiration		W
21. Bids and Proposals (Unsuccessful)	1 year after audit		W
22. Public Works Contracts			
A. Notice to Contractors			
1) Successful Bidders	7 years		W
2) Unsuccessful Bidders	2 years		W
B. Bidder's Proof of Responsibility			
1) Successful Bidders	7 years		W
2) Unsuccessful Bidders	2 years		W
C. Bids			
1) Successful Bidders	7 years after project completion 2 years		W
2) Unsuccessful Bidders			W
D. Affidavits of Organization and Authority			
1) Successful Bidders	7 years after project completion 2 years		W
2) Unsuccessful Bidders			W
E. Bid Tabulations			
	2 years		W
	7 years after		W

F. Performance Bond	project completion 7 years after project completion 20 years		W
G. Contract			W
H. Master Project Files			
*Time reduced to 2 years if the original records are maintained in the Finance Department.			

(B) Airport

Record	Retention	Authority	SHSW Notification
1. Daily Airport Inspections	1 year	14 CFR, Ch. 1, Part 139.327	W
2. Security Records	Term of employment plus five (5) years	14 CFR, Ch. 1, Part 107.23	W

(C) Auditor

Record	Retention	Authority	SHSW Notification
1. All Records, Reports, Memos	7 year		W

(D) Child Support

Record	Retention	Authority	SHSW Notification
1. Expenditure Reports and Supporting Documentation	3 years	45 CFR, 74.20 – 74.25	W
2. Statistical Reports and Supporting Documentation	3 years	45 CFR, 74.20 – 74.24	W
3. Closed Client/Case Records	3 years after the close of Federal fiscal year	45 CFR, 74.21	W
4. Closed Cases Which Include Client/Attorney Information	6 years		W
5. Records of Required Client Notification	2 years	45 CFR 74.20-74.25	W

(E) Clerk of Courts

All records by the Clerk of Court, Register in Probate, Juvenile Court or Juvenile Intake Office relating to Juvenile Court matters, or 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 Subsection 12.04, (1) General, of this Ordinance.			
Record	Retention	Authority	SHSW Notification

1. Records of Child in Shelter Care	Until child's 21 st birthday except permanent register of names of children and dates of admission and release	HSS 59.07(3)(b) , Administrative Code	W
2. Juvenile Secure Facility Records	10 years after the child's 18 th birthday	§ 938.78 , and SCR 72 , Stats	W

(F) Community Programs

Record	Retention	Authority	SHSW Notification
1. Client Treatment Records, Case Files	7 years after completion of treatment, except, in the case of a minor retain until age 19 or 7 years after completion of treatment, whichever is longer	§§ 51.42 , 51.437 , Stats	W
2. Financial Records Local- or State-Funded Programs	Retain current year and four (4) fiscal years		W
3. Financial Records Federally-Funded Programs	Retain current year and six (6) fiscal years		W
4. Program Manuals	Until superseded		W

(G) Coroner

Record	Retention	Authority	SHSW Notification
1. Homicide or Suspicious Death Investigation Case Files	75 years		N
2. Other Investigation Case Files	7 years unless subject to litigation then until litigation resolved		W

(H) Corporation Counsel

Record	Retention	Authority	SHSW Notification
1. Case Files (Non-Litigation)	3 years		W
2. Case Files (Litigation)	3 years after closure or when appeal time has run, whichever is longer or per Supreme Court Rules		W
3. Legal Memos	7 years		W
4. Legal Opinions	Permanent		W

(I) County Clerk

Record	Retention	Authority	SHSW Notification
1. Notices of Tax Apportionment from Secretary of State, and Notices of Tax Apportionment Sent to Local Taxing Districts	3 years	§ 59.52(4)(a)(1) and (2) , Stats	W
2. Illegal Tax Certificates Charged Back to Local Taxing Districts	3 years after the date certificates were charged back	§ 59.52(4)(a)6 , Stats	W
3. Bounty Claims Forwarded to DNR	1 year	§ 59.52(4)(a)(3) , Stats	W
4. Lists of Town, City, and Village Officers Certified to County Clerk	After date of expiration of term listed	§ 59.52(4)(a)(4) , Stats	N
5. Official Bonds	6 years	§ 59.52(4)(a)(8) , Stats	W
6. Claims Paid by County and Supporting Papers	7 years	§ 59.52(4)(a)(9) , Stats	W
7. Contracts, Taking Bids Notices, Insurance Policies in Which Winnebago County is a Party	7 years after the last effective date	§ 59.52(4)(a)10 , Stats	W
8. Town Treasurer Reports of Dog Licenses Sold and Dog Licenses Issued	3 years	§ 59.52(4)(a)(11) , Stats	W
9. Notices to Town Assessors Regarding Lands Sold by County and Owned by City	3 years	§ 59.52(4)(a)(13) , Stats	W
10. Oaths of Office	7 years	§ 59.52(4)(a)(17) , Stats	W

11. Marriage License Applications and Supporting Papers	10 years	§ 59.52(4)(a)(19) , Stats	W
12. Original County Board Proceedings Documents Including Resolutions, Ordinances, and Reports	6 years after date of publication	§ 59.52(4)(c)(1) , Stats	N
13. Committee Minutes	CR+7: Current Year Plus 7 Years	§ 59.52(4) , Stats	N/A
14. Deeds	Permanent or listing of when and where recorded	§ 59.52(4)(a)(7) , Stats	N/A
15. Abstracts and Certifications of Title, Title Insurance Policies	Permanent or as long as land owned	§ 59.52(4)(a)(10) , Stats	N/A
16. Apportionment Maps	Until next apportionment	§ 59.10 , Stats	W
17. U.S. Geological Survey Maps	Until next set of maps is received		W
18. Report on Functional Jurisdiction of Roads	10 years, or until next report received		W
19. Certified Mileage Lists	Until next list is received		W
20. Town Plats	3 years		W
21. Relocation Orders/Maps	Retain latest revision for each project		W
22. Journal of County Board Proceedings	Permanent		N/A
23. Election Financial Reports	6 years	§ 7.23(1)(d) , Stats	W
24. Registration	6 years after termination of registration	§ 7.23(1)(d) , Stats	W
25. Registration and Poll Lists After 1940			
- Non-partisan Primary or Election	2 years	§ 7.23(1)(e) , Stats	W
- Partisan Primary or Election	4 years	§ 7.23(1)(e) , Stats	W
25a. Registration and Poll Lists Before 1940	Notify		
26. Federal Election Records Other Than Registration Cards	22 months	§ 7.23(1)(f) , Stats	W
27. Ballots (Federal Offices)	22 months	§ 7.23(1)(f) , Stats	W
27a. Ballots (State/Local Offices)	30 days after election	§ 7.23(1)(h) , Stats	W
28. Tallies, Inspectors' Statements	90 days after election	§ 7.23(1)(k) , Stats	W
Nomination Papers After 1940 (Federal Offices)	22 months after election		W

29. Official Election Canvasses	10 years	§ 7.23(1)(i) , Stats	W
30. Election Notices, Proofs of Publications/Correspondences (Federal)	22 months after the date of election	§ 7.23(1)(f) , Stats	W
Election Notices, Proofs of Publications/Correspondences (State/Local)	1 year after the date of election	§ 7.23(1)(j) , Stats	W
31. All Other Election Materials and Supplies	90 days	§ 7.23(1)(k) , Stats	W
32. Records Transferred by a Registrant Who Submits a Dissolution Report After Primary and General Elections			
33. Hunting and Fishing Licenses	3 years	§§ 29.219 and 29.161 , Stats	W
34. Nomination Papers Before 1940			N

(J) Emergency Management

Record	Retention	Authority	SHSW Notification
1. Federal Emergency Management Agency Grants	7 years	§ 323.61 , Stats	W
2. State SARA Title III Grants	7 years	§ 323.60 , Stats	W
3. Emergency Response Plans	Until suspended	§ 323.14(1)(a)(1) , Stats	W
4. Offsite Plans for Hazardous Materials	Until plant out of business		W
5. Logs of Disaster Plans	Until superseded		W
6. MSD Sheets	3 years		W
7. Supporting Materials for Facility Releases	1 year		W
8. Emergency Incident Reports	7 years		W

(K) Family Court Counseling

Record	Retention	Authority	SHSW Notification
1. Case Files	Until youngest child turns 18		W

(L) Finance

Record	Retention	Authority	SHSW Notification
1. Account Receivable	7 years		W

2. General Ledger and Permanent Books of Record	15 years		W
3. Detail to Back Up Permanent Books of Record	7 years		W
4. Reports Filed for Other Agencies	3 years		W
5. Audit Files	7 years		W
6. Sales Tax Reports	4 years		W
7. Leases, Bond Documents	7 years after expiration		W
8. CAFR and Budget Books	Permanent		W
9. Taxpayer Identification Letters	3 years of inactivity		W
10. Policy and Procedure Manual	Until superseded		W

(M) Highway Department

Record	Retention	Authority	SHSW Notification
1. Fixed Asset Cards	1 year after asset replaced		W
2. Permits	Permanent		W
3. State Gas Reports	7 years		W
4. Accident Reports (If Claim Filed)	Permanent		W
Accident Reports (If Claim Not Filed; Adult Only)	3 years		W
Accident Reports (If Claim Not Filed; If Child Involved)	Until Child's 19 th Birthday		W
5. Stock Control Reports	Until State completes audit		W
6. Fuel Usage Reports	Until State completes audit		W
7. Vehicle Usage Reports (Revenue Sheets)	Until State completes audit		W
8. Vehicle Maintenance Histories	Life of vehicle		W
9. Heavy Equipment and Vehicle Inventory Ledgers	Until superseded		W

(N) Human Resources

Record	Retention	Authority	SHSW Notification
1. Payroll Registers, Other Payroll Reports, and Social Security and Retirement Earnings Reports	10 years		W

2. Withholding Allowance Certifications, Employee Wage and Tax Statements, and Other Tax Records	7 years		W
3. Time Cards	5 years		W
4. Attendance Records, salary Schedules	7 years		W
5. Performance Evaluations and Medical Records	5 years		W
6. EEO-4 Reports, Obsolete Job Descriptions, 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, Demotion, Transfer, Layoff, or Termination, Terms of Compensation, and Selection of Training	3 years, except when a charge of discrimination has been filed; all personnel records relevant to a charge or action retained until final disposition of the charge or action		W
7. Discipline, Grievance, and Arbitration Records	10 years		W
8. Individual Employee Personnel Files	Permanent		W
9. Directives and Policies	7 years after being updated or termination		W
10. Workers Compensation; Medical Records	12 years		W

(O) Human Services

Record	Retention	Authority	SHSW Notification
1. Case Records and Other Record Materials of all Public Assistance Kept Pursuant to Chapter 49	3 years if no payments have been made and a fact sheet and financial record preserved and retained per DHSS	§ 59.52(4)(a)(18) , Stats	N
2. Original Fiscal Records	7 years		W
3. Juvenile Examination Records	7 years	§ 48.59 , Stats	W
4. Open Public Assistance Record			W

a. All Data Forms; Case Determination Sheets, Work Sheets, MA Determination Sheets, Verification of Changeable Items Sheets (Income and Health Statutes),	To cover most recent 6 years	DCF 121.03(4), Admin Code	W
Correspondence to/from Applicants/Recipients, Any Other Documents Needed to Support Income Maintenance Agency Decisions			
b. Verification of Unchangeable Items Sheets (SSN, DOB, Citizenship)	As long as case is open	DCF 121.03(4), Admin Code	W
c. Financial Record for Anything Not on File in CRN	As long as case is open	DCF 121.03(4),	W
5. Closed Public Assistance Cases & Denied Cases		DCF 121.03(4), Admin Code	
a. Records Specified in HSS 245.03(1)(a), Admin Code	36 months following date of closing	DCF 121.03(4), Admin Code	N
b. Most Recent Data, Records Specified in HSS 245.03(1)(b) and (c), Admin Code, and Materials Relating to any Lack of Cooperation on the Part of a Recipient	6 years from date of closing	DCF 121.03(4), Admin Code	N
c. Most Recent Data Form and Records Specified in HSS 245.03(1)(b), Admin Code	36 months from date of denial	DCF 121.03(4), Admin Code	N
6. Social Services Case Files	3 years after case is closed	DHS Memo(82-1A)	N
a. State Required Case Documentation-Initial Contact Sheet, Notice of Agency Action, Social Services Face Sheet, Social Services Agreement, Social Services Narrative, Financial Info, Any Other client Eligibility/Activity Records		DHS Memo(82-1A)	

b. State Required/County Developed Case Documentation, Assessment of Diagnostic Forms, Records & Narratives, Social and Medical Histories, Court Reports, Information Release Forms, Client Progress Notes, Case Review Forms, Client/Service Agreements, Financial Eligibility Status Forms	3 years after case is closed	DCS Memo (92-12)	
c. Social Service Records for Cases <u>Not</u> Opened for Services: Applications, Referral Actions, Misc Request and Correspondence From Consumers and Other Agencies	1 year after final action/ determination	DCS Memo(92-12)	
d. Treatment Records	7 years unless client is a minor then, until age 19 or 7 years after completion of treatment, whichever is longer	DHS 92.12(1) and (2), Admin Code	W
1. Undergoing Federal Audit	Until completion of audit	DHS 92.12(3),	W
2. Relating to Legal Action	Until completion of legal action	DHS 92.12(4), Admin Code	W
7. Client Collection Files			
a. Active Client Records	Active as long as liability exists except for inpatient mental services when 3 rd party sources are exhausted, and it has been determined the responsible parties have a permanent inability or unlikely future ability to pay	DHS 1.06(3) (d), Admin Code	W

b. Inactive Client Records	5 years except where liability for inpatient mental health services remains, then 10 years after last transaction posted to the record	DHS 1.06(3)(d), Admin Code	W
8. Payee Records	Permanent		W
9. Case Management Files	7 years		W
10. Payee Misc Documents	3 month after audit completed		W
11. Child-Placing Agency Records			
a. Register Identifying Information About Children Accepted for Service or Placement	Permanent	DCF 54.06(2)(a)(1) , Admin Code	N/A
b. Individual Case Records for Each Child and Family Served	7 years after case closed	DCF 54.06(2)(a)(2) , Admin Code	W
c. Individual Foster Home Records for Each Foster Home Used by the Agency, Which Includes Signed Applications and Agreements	7 years	DCF 54.06(2)(a)(3) , Admin Code	W
d. Individual Records of Studied Adoptive Applicants	7 years	DCF 54.06(2)(a)(4) , Admin Code	W
e. Personnel Records	7 years	DCF 54.06(2)(a)(5) , Admin Code	W
f. Financial Reports and Audits	7 years	DCF 54.06(2)(a)(6) , Admin Code	W
g. Licensing and Certification Records for In-Home and Family Daycare, Adult Family Homes, Foster Home, and Group Foster Homes for Children. This includes Application or Other Request Forms, Inspection and Observation Checklists, Correspondence, Other Documentation Relating to Licensing or Certification, and Approved License or Certificate	2 years after the license or certification is no longer active	DCS Memo (92-12)	W
h. Licensing and Certification Records for Above Types of Facilities Where License or Certification was Not Approved	1 year after final action/determination	DCS Memo (92-12)	W

12. Third Party Recovery Records	1 year after case closure and microfilm essential information		W
13. Fraud Referral Records			
a. Unfounded	3 years after determination and essential information is microfilmed	DCF 121, Admin Code	W
b. Founded: Referred to DA	7 years after determination and essential information is microfilmed	DCF 121, Admin Code	W
c. Founded: Other	5 years after determination and essential information is microfilmed	DCF 121, Admin Code	W
(Ordinance 132-100, Sections 17-23, 1989; Ordinance 132-62, Section 1, 1988)			

(P) Information Systems

Record	Retention	Authority	SHSW Notification
1. Record of Outgoing Telephone Calls	1 year		W
2. Software Licenses	Until superseded		W
3. Configuration Sheets for PCs	Until superseded		W

(Q) Land and Water Conservation

Record	Retention	Authority	SHSW Notification
1. Federal Assistance Agreements Material Related to Routine Operations	2 year		W
2. Land Treatment Program	10 years beyond project span		N
3. Agricultural Stabilization and Conservation Services	10 years beyond project span		N
4. Assistance Records	10 years beyond project span		W
5. Cost Sharing Records	10 years beyond project span		W
6. Water Bank Program	10 years beyond project span		N
7. Minutes and Agendas of Land Conservation Committee	6 years after publication		N

(R) Maintenance

Record	Retention	Authority	SHSW Notification
1. Blueprints	Permanent or until building disposed of		N/A
2. Shop Drawings	Permanent		N/A
3. Equipment and Machine Maintenance	Life of Equipment		W
4. Inventory	Until superseded		W
5. Keying List	Until superseded		W
6. Security System Card List	Until superseded		W
7. Material Data Sheets Non- Toxic Substance	7 years after product used up		W
Toxic Substance	30 years after product is used in the work place		W
8. Receipts from County Treasurer	4 years or until audited, whichever is sooner		W

(S) Office on Aging

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 Department of Health and Human Services Regulations Title 45 Part 74 Subpart D			
Record	Retention	Authority	SHSW Notification
1. Records as Defined	3 years from date the Office on Aging submits to HSS the last Federal expenditure report for each grant award		W
2. Litigation, Claims, or Other Action Involving Records	Completion of action & resolution of all issues at the regular 3 year period, whichever is later		W
3. Equipment Records	3 years from date of disposition, replacement, or transfer (direction of awarding agency)		W

4. Indirect Cost Rate Proposals and Cost Allocation Plan	3 years from end of disposition, replacement, or transfer (direction of awarding agency)		W
5. Non-Expendable Property Acquired with Title III or Other Federal or State Funds	At least 3 years after final sale or disposition		W
In case of litigation, claim, audit, or other action involving records or records concerning non-expendable property, such records may not be disposed of until authorization has been obtained from the awarding agency to dispose of records.			

(T) Parks Department and Expo Center

Record	Retention	Authority	SHSW Notification
1. Original Contracts	7 years after contract expires		W
2. Employee Handbook	7 years after superseded or terminated		W
3. Beach Operation Document	7 years		W
4. Master Plan	Until superseded		W
5. Aerial Photographs	Until superseded		W
6. Committee Agendas and Minutes	6 years from publication		W
7. Citation and Park Patrol Records	2 years		W
8. Guidebook, Trail Information	Until superseded		W
9. Wisconsin Conservation Corps Project and Crew Information	3 years		W
10. Annual Work Plans	3 years		W
11. Dam Information	Permanent		N/A
12. Equipment and Vehicle Registration Reports	Life of Equipment and Vehicle or Until Vehicle Sold		W
13. Land Acquisitions, Deeds, Abstracts	Permanent or until land disposed of		N/A

(U) Park View Health Center

Record	Retention	Authority	SHSW Notification
1. Original Medical Records	7 years after discharge or death	DHS 132.45(4)(f)(1) , Admin Code	W

2. Master Resident Indexes	Permanent	DHS 132.45(4)(f) , Admin Code	N/A
3. Disease Index	Permanent	DHS 132.45(4)(f) , Admin Code	
4. All Other Records Required by DHS 132.45	2 years	DHS 132.45(4)(f) , Admin Code	
5. Patient Accident Reports	10 years from date of accident	DHS 132.45(4)(f) , Admin Code	
6. Census Reports	2 years	DHS 132.45(4)(f) , Admin Code	
7. Gas Tax Refunds	3 years	DHS 132.45(4)(f) , Admin Code	
8. Receipts/Patient Cash	7 years	DHS 132.45(4)(f) , Admin Code	
9. Purchase Order Copies	3 years	DHS 132.45(4)(f) , Admin Code	
10. Documents Authorizing Another Person to Speak or Act on Behalf of the Resident	5 years	DHS 132.45(4)(f) , Admin Code	
11. Professional Consultation Records if not Routinely Maintained as Part of Medical Chart	5 years after discharge or death	DHS 132.45(4)(f) , Admin Code	
12. Dietary Records, Menus, and Therapeutic Diets	2 years	DHS 132.45(4)(f) , Admin Code	
13. Staff Work and Time Schedules	2 years	DHS 132.45(4)(f) , Admin Code	
14. Safety Test Records, Detection Alarm, and Tests	2 years	DHS 132.45(4)(f) , Admin Code	
15. Inservice and Orientation Programs Including Subject Matter, Instructors, and Attendance Records	2 years	DHS 132.45(4)(f) , Admin Code	
16. Transfer Agreements	2 years	DHS 132.45(4)(f) , Admin Code	
17. Funds and Property Statements of Residents	2 years from date of discharge, transfer, or death	DHS 132.45(4)(f) , Admin Code	
18. Drug Control Sheets	5 years	Phar 7.05 , Admin Code	
19. Infection Control Reports	2 years	DHS 132.45(4)(f) , Admin Code	

(V) Planning and Zoning

Record	Retention	Authority	SHSW Notification
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1. Plats (Held by Register of Deeds)	Permanent		N/A
2. Certified Surveys (Held by Register of Deeds)	Permanent		N/A
3. Assessors Plats (Held by Register of Deeds)	Permanent		N/A
4. Aerial Photographs	Until Superseded		N
5. Final Real Property Assessment Roll	15 years. (No assessment roll containing forest crop acreage may be destroyed without prior approval of the Secretary of Revenue)	§ 59.52(4) , Stats	N
6. Permit Applications	Permanent		N/A
7. Code Compliance Inspection Reports	Permanent		N/A
8. Permit Ledger	3 years		W
9. Board of Adjustment Decisions and Support Documentation	Permanent		N/A
10. County Development Plan	Until Superseded		N
11. Final Real Property Assessment Roll	15 years (Held by Town Clerks)		W

(W) Public Health

Record	Retention	Authority	SHSW Notification
1. Administrative Documents Including Grants and Annual Reports	7 years	§ 19.21 , Stats	W
2. Birth Certification Information	1 year	§ 69.20(3)(c) , Stats	W
3. Case Files (Including Patient Health Care Records; Excluding Children's Records)	7 years	§ 19.21 , Stats	S
4. Home Care Records	5 years	DHS 133.21(3) , Admin Code	W
6. Immunization Records, Childhood Injury	Permanent	National Childhood Injury Act of 1986; s. 2125 PHS Act @ 42 U.S.C. ; s. 300aa-25 (Supp. 1987)	N/A
7. Environmental Investigation Reports	7 years	§ 19.21 , Stats	W
8. Children Case Files or Health Care Records	Until child is age 19	§ 19.21 , Stats	W

(X) Purchasing and Insurance

Record	Retention	Authority	SHSW Notification
1. Purchase Orders	7 years		W
2. Bids and Proposals (Successful and Unsuccessful)	7 years after term of contract expires		W
3. Contracts	7 years after term of contract expires		W
4. Insurance Coverage, Claims, Lawsuits	Indefinitely		W

(Y) Register of Deeds

Record	Retention	Authority	SHSW Notification
1. Obsolete Documents Pertaining to Chattels (Including Final Books of Entry)	6 years and 6 months with County Board approval	§ 59.43(12) , Stats	W
2. Birth Records	Permanent unless superseded		W
3. Daily Cash Register Tapes	1 year after audit		W

(Z) Sheriff's Department

Record	Retention	Authority	SHSW Notification
Process Division			
1. Letters from Attorneys	3 years		W
2. Transport Records	3 years		W
3. Proof Service	7 years		W
4. Correspondence Instructing Civil Process Service	7 years		W
Training			
1. Officer Training Records	7 years after close of employment with County		W
Patrol			
1. Uniform Traffic Citations	1 year after closed, disposed of, or canceled		W
2. Work Schedules	7 years	§ 59.27(8) , Stats	W
3. Wisconsin Accident Reports	8 years		W
Communication Division			
1. Incident Record	10 years		W
2. Telecommunicators Radio Log	120 days		W
3. Audio Tapes	120 days		W
Detective Division			
1. Ordinance Violation	2 years		W

2. Arrest Records	8 years	§ 59.27(8) , Stats	W
3. Incident Records	10 years	§ 59.27(8) , Stats	W
4. Evidence Cards	10 years	§ 59.27(8) , Stats	W
Jail Division			
1. Daily Booking Records	8 years	§ 59.27(8) , Stats	W
2. Escape Complaints	8 years	§ 59.27(8) , Stats	W
3. Checkbook, Bank Statements, Inmate Trust Funds	8 years	§ 59.27(8) , Stats	W
4. Meal Books	8 years	§ 59.27(8) , Stats	W
5. Visitor Log Book	8 years	DOC 350.11 , Admin Code	W
6. Medical Records Held by Medical Staff	8 years	§§ 146.81 & 146.83 , Stats; and DOC 350.09 & 350.11 , Admin Code	W
7. Bond Records	8 years	§ 59.27(8) , Stats	W
8. Daily Inmate Register: Jail Physical Inspection	3 years	DOC 350.11 , Admin Code	W
9. Monthly Door Lock Inspection	3 years	DOC 350.12 , Admin Code	W
10. Daily Jail Log: Administrative Confinement	3 years	§ 59.27(8) , Stats	W
11. Daily Jail Log: Discipline	3 years	§ 59.27(8) , Stats	W
12. Fire Safety Inspection Sheets	3 years	DOC 350.19(2) and (3) , Admin Code	W
13. Canteen Sheets	3 years	DOC 350.17 & 350.27 , Admin Code	W
14. Menus	2 years		W

(AA) Solid Waste

Record	Retention	Authority	SHSW Notification
1. Contracts	7 years after term of contract expires		W
2. Project Files on Construction	7 years after completion		W
3. Landfill Scale Tickets	3 years		W
4. Miscellaneous Correspondence	3 years		W
5. Log of Landfill Operations	Life of facility + 40 years		W
6. Asbestos Permits	Life of facility + 40 years		W

7. Plan of Operation	Life of facility + 40 years		W
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(BB) Treasurer

Record	Retention	Authority	SHSW Notification
1. Accounts Payable, Detail Listing, and Check Register	7 years after creation	§ 59.52(4)(a) , Stats	W
2. Appraisals, County-Owned Property	7 years after		W
3. Assessments: Certified Special Assessment Roll	7 years or after assessment is collected, whichever is longer		W
4. Assessment: Real Property	7 years after creation		N
5. Assessments: Statement of New Special Assessments	5 years after creation		W
6. Assessments: Special Assessment Payment Register	7 years or after assessment is collected, whichever is longer		W
7. Audit Letters	3 years after creation		W
8. Balancing Reports	3 years after creation		W
9. Bank Credit/Debit Notices	1 year after audit		W
10. Bank Reconciliations	3 years after audit		W
11. Bankruptcies	3 years after audit		W
12. Cash Books (Daily)	3 years after fiscal year, provided audit is completed		W
13. Cash Drawer Reconciliations	1 year after audit		W
14. Check Register	7 years after creation	§ 59.52(4)(a)(9) , Stats	W
15. Canceled Checks	7 years after creation	§ 59.52(4)(a)(9) , Stats	W
16. Outstanding Checks	7 years after creation	§ 59.52(4)(a)(9) , Stats	W
17. General Correspondence	3 years after creation		W
18. Deposit Tickets and Books	1 year after audit		W
19. Discontinued Tax Key Numbers	Permanent		N/A

20. Journal Entries, Resolutions, Cash Receipts, Treasurer's Cash	3 years after creation		W
21. Lottery Cards (Signed)	4 years including credit year		W
22. Probate Fees Report	7 years		W
23. Receipts (General and Settlement)	7 years after creation	§ 59.52(4)(a)(15) , Stats	W
24. Sale Assessments	7 years after creation		W
25. Suit Tax (Monthly)	7 years after creation		W
26. Tax Deeds (Foreclosure)	15 years after creation	§§ 59.52(4)(a)(7) , 75.19 , and 75.195 , Stats	W
27. Tax Receipts	15 years after creation	§ 59.52(4)(a)(14) , Stats	W
28. Tax Rolls (Municipal)	15 years after creation	§ 59.52(4)(c)(2) , Stat	N
29. Tax Sales Records Including Sale of Tax Deeded Land	7 years after creation		Notify for records prior to 1940. Waived for records after 1940
30. ACH Transfers, Wires Banks	7 years after creation		W
31. Illegal Tax Certificates Charged Back to Local Tax Districts	3 years after being charged back	§ 59.52(4)(a)(6) , Stats	W
32. Canceled Bonds, Coupons, and Promissory Notes	Until audited		W
33. Bond and Coupon Record Books, General Obligation Bonds	7 years after bond issue expires or following payment of all outstanding matured bonds, notes, and coupons, whichever is later		W

(CC) **University of Wisconsin Extension**

Record	Retention	Authority	SHSW Notification
1. All Records Covered Under the General Section of this Ordinance.			

(DD) **Veterans Service Office**

Record	Retention	Authority	SHSW Notification
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1. New Releases	6 years		W
2. Military Separation Veteran Record (Held by Reg of Deeds)	Permanent		N/A
3. Grave Registration Card Files	Permanent		N/A
4. Veteran's Benefit Case Files	Permanent (inactive files microfilmed, but any original documents are retained)		N/A

- (2) **Destruction After Request For Inspection**: No requested record may be destroyed until after the request is granted or 60 days after the request is denied. If an action is commenced under Section 19.37, Stats., the requested record may not be destroyed until a court order is issued and all appeals have been completed. See Section [19.35\(5\)](#), Stats.
- (3) **Destruction Pending Litigation**: No record subject to pending litigation shall be destroyed until the litigation has been resolved.
- (4) **Microfilming Or Optical Disk Storage Of Department Records**: Departments may keep and preserve public records through the use of microfilm or optical disk storage providing that the applicable standards established in §§ [16.61\(7\)](#) and [16.612](#), Wis Stats. respectively are met. Departments should consider factors such as retention periods and estimated costs and benefits of converting records between different media in deciding which records to microfilm or store on optical disk. After verification paper records converted to either microfilm or optical disk storage should be destroyed. The retention periods identified in this ordinance apply to records in any media.
- (5) **Review and Approval By Public Records and Forms Board**: This chapter has been reviewed and approved by the Public Records and Forms Board.

12.01

CUSTODY AND MAINTENANCE OF ELECTRONIC RECORDS.

- (1) **Definitions**: For purposes of this ordinance the following words or phrases shall have the following meanings:
- (A) **Record**: Shall have that definition as is provided in § [19.32](#), Wis Stats.
- (2) **Responsibility for Custody and Maintenance of Records.**
- (A) Each Winnebago County Department shall be responsible to act as the legal custodian, in compliance with the Wisconsin Open Records Law (Section [19.32](#) et. seq., Wisconsin Statutes) in relationship to those records subject to said law which are in the physical possession of that department, except as stated herein.
- (B) The Winnebago County Information Systems Department shall not be designated as the legal custodian nor shall be responsible for maintaining records generated by or transmitted to a County department utilizing electronic systems maintained by the Information Systems Department except for those records specifically generated by the Information Systems Department or those records specifically and intentionally transmitted to the Information Systems Department as the subject of said transmission.



- (C) The Winnebago County Information Systems Department shall not be responsible for monitoring the maintenance, destruction or deletion of records which are stored within the electronic systems maintained by the Information Systems Department for which it has not been designated as the legal custodian, pursuant to this Ordinance.

Effective Date: This ordinance shall be effective as of the date following the date of its publication.

CHAPTER 12 HISTORY INDEX

12.01	Ordinance adopted	12/19/1995
12.02	Ordinance adopted	12/19/1995
12.03	Ordinance adopted	12/19/1995
12.04	Ordinance adopted	12/19/1995
(BB)	Amended	4/21/1998
(IV)	Amended	4/21/1998
(1)-(5)	Amended	2/08/2012
...(1)(l)(13)	Amended	7/18/2017
9.02	Ordinance adopted	10/30/1980
12.05	Ordinance adopted	12/17/2002