

ORDINANCE 2021-06-01-1
ADOPTING THE WISCONSIN MUNICIPAL RECORDS SCHEDULE

SECTION I: TITLE AND PURPOSE

This ordinance is entitled the Town of Elba Ordinance to Adopt the Wisconsin Municipal Records Schedule. The purpose of this ordinance is to provide the legal custodian(s) of public records in the possession of the Town of Elba with the authority to retain and destroy those records.

SECTION II: AUTHORITY

The Town Board of the Town of Elba, Dodge County, Wisconsin, has the specific authority under ss.60.83 and ss. 19.21(4), Wis. Stats., to adopt this 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 Elba 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 Historical Society.

SECTION V: CONFLICT

In the even 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 the retention and/or destruction of public records of the Town of Elba.

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.

SECTION VIII: SEVERABILITY

If any provision of this ordinance or its application to any person or circumstance is held invalid, the invalidity does not affect other provision or applications of the ordinance that can be given effect without the invalid provision or application, and to this end the provisions of this ordinance are severable.

Adopted this 1st day of June, 2021. By the Town Board of the Town of Elba, Dodge County:

Number of votes for 3

Number of votes against 0

ATTEST: Wendy Stoeckler
Wendy Stoeckler, Town Clerk

Jerry Gaska
Jerry Gaska, Town Chairman

Paul Walz
Paul Walz, Supervisor 1

Peter Larson
Peter Larson, Supervisor 2