

TOWN OF ATHELSTANE
PUBLIC RECORDS RETENTION
ORDINANCE #32

Section 1: Title/Purpose

This ordinance is entitled the Town of Athelstane Public Records Retention 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 Athelstane with the authority to retain and destroy those records.

Section 2: Authority

The Town Board of the Town of Athelstane, Marinette County, Wisconsin, has the specific authority under ss. 60.83 and ss. 19.21(4), Wis. Stats., to adopt an ordinance to address the management and destruction of public records.

Section 3: 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 Athelstane as the Town's official record retention schedule.

Section 4: 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 ss. 19.21(4), Wis. Stats., to the Wisconsin State Historical Society.

Section 5: 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 6: 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 Athelstane.

Section 7: Effective date

This ordinance shall become effective upon its publication and/or posting in the manner set forth in ss. 60.80, Wis. Stats.

Adopted this 11th day of August, 2021 by the Town Board of the Town of Athelstane, Marinette County, Wisconsin.

By: _____

Kelly Barnes, Chairperson

Attest: _____

Janice DuChateau, Clerk

Denis DeJardin, Supervisor I

David Jose, Supervisor II