CHAPTER 3
PUBLIC RECORDS

3.01 Public Record Custodian.
3.02 Public Record Retention.

3.01 PUBLIC RECORD CUSTODIAN.

(1) Pursuant to Wisconsin Statute section 59.52(2) the office of County Clerk is designated to act as the custodian of records of the County Board and the records of the county board committees which are filed with that office. In case of the clerk's absence, a designee shall act as custodian.

(2) Records other than those stated above shall be the responsibility of county department or agency heads or their designees in the event of absence. Such persons shall have responsibilities in responding to requests for information under section 19.21 through 19.36, Wisconsin Statutes.

(History: Res. 5/16/1983; Res. 2014-11-05; Res. 2016-06-04)

3.02 PUBLIC RECORD RETENTION.

(1) **Purpose.** The purpose of this section is to establish a county-wide records retention schedule and authorize destruction of public records pursuant to the schedule. Any record not covered by this section or any other regulation or law shall be retained 7 years.

(2) **Historical Records**. The State Historical Society of Wisconsin (SHSW) has waived the required statutory 60 day notice under Sec. 19.21(5)(d), Stats. For any records 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 the ordinance. "N/A" indicates not applicable and applies to any record designated for permanent retention.

(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.)

(4) **Destruction Pending Litigation**. No record subject to pending litigation shall be destroyed until the litigation has been fully and finally resolved.

(5) **Microfilming of Office Records**. Public records may be kept and preserved through the use of microfilm providing that the microfilming meets the applicable standards established

in Sec. 16.61(7), Wis. Stats. Factors such as the retention period and estimated cost of the microfilming should be considered when 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.

(6) **Optical Disk and Electronic Record Storage**. Records may be retained in electronic format according to the standards established in Sec. 16.612, Wis. Stats., with the guidance and pre-approval by the IT Department.

(7) **Information Technology**. County IT Department provides information technology services and facilities for the County's technology needs. Record information stored electronically must be maintained pursuant to the guidelines established by Wisconsin Statutes, Wisconsin Administrative Code, and the county.

(8) **Electronic Mail and Voicemail**. Electronic mail and voicemail are transfer mediums for a variety of record and non-record messages. A particular message is a Record if it meets the criteria in the definition of "Records" in Sec. 9 below. It must then be preserved as a record according to the appropriate retention schedule. Users of electronic mail and voicemail systems are responsible for ensuring that those records are retained as part of an appropriate record retention schedule.

(9) **Definitions.**

(a) "Legal custodian" means the individual responsible for maintaining records pursuant to Section 19.33, Stats.

(b) "Record" has the meaning defined in Sec. 19.32(2), Stats.

(10) **Legend.**

(a) AT: After Termination

(b) C: Confidential

(c) CR: Creation or receipt (retention is calculated from the creation or receipt of record, plus the designated number of years).

(d) EVT: Event (retention is calculated from an event, such as the close of a case or end of the project, plus the designated number of years).

(e) FIS: Fiscal (the current fiscal year, plus the designated number of years).

(f) N: Notify WHS before destruction

(g) N/A: Not applicable

(h) PII: Personally Identifiable Information (has meaning specified in Sec. 19.62(5) Wis. Stats.)

(i) S: Until superseded

(j) W: Waived Notification

(k) WHS: Wisconsin Historical Society

(L) WPRB: Wisconsin Public Records Board

(11) **Retention Schedule.** Adopted and incorporated as part of this section is an attached 39-page County Records Retention/Disposition Schedule. The types of records listed on the schedule may be maintained by the County and are subject to uniform regulations, unless otherwise specified. The retention period and authority are listed with each record.

(History: Res. 2011-06-01; Res. 2016-06-04)

COUNTY RECORDS RETENTION/DISPOSITION SCHEDULE

GENERAL SCHEDULE [RECORDS COMMON TO MOST COUNTY AGENCIES, BOARDS, COMMITTEES, COMMISSIONS, DEPARTMENTS, OR OFFICES]

Record Series No.	Records Series Title	Retention Period	Authority	WHS Notification	Custodian (§19.33 Wis. Stats.)	Notes
	General Schedules - typically found throughout the county					
	Accounts Payable (and supporting documents)	CR + 7 years		Waived		Balance owed to a creditor
	Accounts Receivable (and supporting documents)	CR + 3 years		Waived		Balanced owed by a creditor
	Accrued Paid Leave Credit	S		Waived		E. g., Compensatory time, PTO, sick, vacation or other
	Agendas	CR + 1 year		Waived		
	Agreement/Contracts	7 years after last effective date thereof	§59.52(4)(a)10 Wis. Stats.	Waived		
	Annual Reports	CR + 3 years		Waived		
	Any record subject to audit, claim, or litigation.	Until permission to destroy is obtained from Corporation Counsel				
	Artwork / Print Masters	S		Waived		
	As-Built Drawings	Life of Project		Notify		
	Audit (external)	CR + 7 years		Waived		This includes any records associated with an audit
	Audit (internal)	S		Waived		This includes any records associated with an audit
	Bank Deposits	CR + 7 years		Waived		
	Bank Statements / Reconciliations	CR + 7 years	§59.61(3)Wis. Stats.	Waived		
	Boilerplate Forms	S		Waived		
	Blueprints (county facilities)	S		Waived		Retain until and unless superseded by as-built drawing
	Budget (county)	CR +3 years		Waived		Includes all records required under §65.90 Wis. Stats.
	By-Laws	S		Waived		
	Calendars	S		Waived		
	Cash Register Tapes	CR + 7 years		Waived		
	Chart of accounts object codes	S		Waived		
	Checks (cancelled / voided)	*CR + 7 years	§59.52(4)(a)16 Wis. Stats.	Waived		
	Checks (duplicates, registers and/or logs)	CR + 7 years		Waived		
	Citations (copies)	CR + 2 years		Waived		

	Claims (General Liability & Property Damage)	EVT + 3 years: EVT = Closure		Waived		
	Code of Ethics (county)	S		Waived		
	Computer Printouts	S		Waived		
	Construction Plans (county facilities)	Life of Structure		Notify		
	Continuity of Operation (CCOP Plans)/ Continuity of Government (COG) Plans	S		Waived		
	Contracts	7 years after last effective date thereof	§59.52(4)(a)10 Wis. Stats.			
	Correspondence (general)	CR + 3 years		Waived		
	Directory Information	S		Waived		
	Emergency Management Services	S	§§166.03 & .06 Wis. Stats.	Waived		
	Fixed Assets	S		Waived		
	Fund Transfers	CR + 1 year		Waived		
	General Journal Vouchers	CR + 1 year		Notify		
	Indexes	S		Waived		
	Insurance Policies (to which the county is a party)	7 years after last effective date thereof	§59.52(4)(a)10 Wis. Stats.	Waived		
	Inventories (equipment and furnishings)	S	§59.52(4)(a)10 Wis. Stats.	Waived		
	Invitations to Bid/Requests for Proposal	7 years after completion of the work	§59.52(4)(a)10 Wis. Stats.	Waived		Includes proof of advertisement, successful bids/ proposals, agreements, contracts, and any related records
	Journal Entries	CR + 1 year		Waived		
	Leases	7 years after last effective date thereof	§59.52(4)(a)10 Wis. Stats.			
	Ledger Card Reports, EOM (BAS)	S		Waived		
	Ledger Card Reports, EOY (BAS)	S		Waived		
	Legal Opinions	CR + 10 years		Waived		
	Mailing Lists	S		Waived		
	Maintenance Service Request Form	EVT: EVT = Project Completion		Waived		
	Manual Warrants	CR + 1 years		Waived		
	Manuals (equipment)	Life of Product		Waived		
	Master Project Files	CR + 20 years		Waived		
	Material Safety Data Sheets	EVT + 30 years: EVT = Last use of product	§101.583(1)(a) Wis. Stats.	Waived		
	Minutes (commissions, committees and boards)	CR + 3 years		Notify		
	Ordinances and Resolutions (enacted/adopted)	S		Notify		
	Organizational Charts	S		Waived		
	Payment Vouchers	S		Waived		
	Payroll Worksheets	CR + 3 years		Waived		

	Personnel (applications / interviews)	CR + 1 year		Waived		
	Personnel (expenses)	S		Waived		
	Personnel (files)	EVT + 7 years: EVT = Separation from employment		Waived		
	Personnel (grievances)	EVT + 7 years: EVT = Case closed		Waived		
	Personnel (job descriptions)	S		Waived		
	Personnel (performance evaluations)	EVT + 7 years: EVT = Separation from employment		Waived		
	Personnel (time sheets)	CR + 2 years		Waived		
	Policy & Procedures Manual	S		Waived		
	Professional Affiliations/Associations	S		Waived		
	Purchase Orders	S		Waived		
	Purchase Requisitions	S		Waived		
	Receipts (Clerk's copy of Treasurer's)	CR + 4 years; or Until audited, whichever is earlier	§59.52(4)(a)(12) Wis. Stats	Waived		
	Receipts (general)	CR + 1 year	§59.52(4) Wis. Stats	Waived		
	Receipts (money collected or received)	CR + years: or until audited, whichever is earlier	§59.61(1) Wis. Stats.	Waived		
	Records Management Findings & Recommendations Report	S		Waived		
	Records Retention Schedules	S		Waived		WPRB approval "sunsets" after 10 years
	Reference Materials (books, magazines, pamphlets, brochures, newsletters, etc.)	S		Waived		
	Reports (routine)	S		Waived		
	Service Receipts	CR + 2 years		Waived		
	Specifications (working papers)	S		Waived		
	State Grant Information	S		Waived		
	Strategic Plan (county)	S		Waived		
	Studies - final draft	CR + 7 years		Notify		
	Supply Orders	EVT: EVT = Order filled, invoiced, & paid		Waived		
	Surveillance Recordings (facility/non-evidentiary)	CR + 120 Days	§§893.82 & .90 Wis. Stats.	Waived		
	Survey	CR + 3 years		Waived		
	Telephone Logs	S		Waived		
	Telephone Service Request Form	EVT: EVT = Project Completion		Waived		
	Tickler Files (follow-up)	S		Waived		
	Tracking Records (activity)	CR + 1 year		Waived		
	Training	S		Waived		
	Vendor Catalogs	S		Waived		
	Vendor Codes	S		Waived		
	Vendor Product Safety Data	S		Waived		
	Vendor Service Agreements	S		Waived		
	Vouchers / Order Register	*CR + 7 years		Waived		

	Warranty Records	Life of product or end of warranty, whichever occurs first		Waived		
	Workers Compensation & Liability Claims	EVT + 12 years: EVT = Closure		Waived		
	* Time reduced to two (2) years if the original records are maintained in the Clerk or Treasurer's office.					
	Airport					
	Aircraft - Wildlife Incidents	CR + 1 year				
	Airport Improvement Program (AIP)	S		Waived		
	Airport Licensure	S		Waived	FAA, Wis Dot BOA, &/or FCC	
	Airport Protection Plans and Specifications	CR + 7 years			§114.135 Wis. Stats.	
	Operating and Financial Reports/Summaries	CR + 7 years				FAA, Wis. Dot BOA, &/or NTSB
	Buildings, Facilities, and Grounds					
	Access Control List (e.g., Key, Swipe Card, Key Fob, and/or Access Code)	P/S		Waived		
	Buildings, Facilities & Grounds Data	S				
	Construction Project Planning, Proposal, & Administration Records	7 years after project completion				
	Construction Submittals (e.g., Shop Drawings, Samples, & Product Data)	P		N/A		
	Environmental Health & Safety Records	CR + 7 years				
	Equipment, Systems, & Vehicles (e.g., Purchase Information, Instruction Manuals, Maintenance Agreements, Maintenance Logs, Warranties)	Life of Equipment, System, or Vehicle				
	Incident Reports	CR + 3 years		Waived		
	Child Support					
	Case Records	EVT + 7: EVT = Closure		Waived		
	Child Support Divorce	EVT + 7: EVT = Closure		Waived		
	Client Assistance (out of county)	CR + 7		Waived		
	Client Logs	S		Waived		
	Expenditure Reports & Supporting Documentation	CR + 7	45 CFR 74.20 - 74.24	Waived		
	IRS Records List	EVT + 7: EVT = Closure		Waived		
	Misdemeanor and Felony Non-Support Files	EVT + 7: EVT = Closure		Waived		
	Paternity Files, post judgments	EVT + 7: EVT = Closure		Waived		
	Paternity Files, pre-judgments, dismissed	CR + 3		Waived		
	Paternity Files, pre-judgments, not pursued	CR + 3		Waived		
	Reciprocal Support Cases (Interstate cases - i.e., UIFSA, URESA)	EVT + 7: EVT = Closure		Waived		
	Records of Required Client Notification	CR + 3	46 CFR 74.20 - 74.25	Waived		
	Statistical Reports & Supporting Documentation	CR + 3	45 CFR 73.20 - 74.25	Waived		

	Warrants & Capias	EVT + 3: EVT = Vacated, Served, or Closed		Waived		
	Corporation Counsel					
	District Attorney					
	Breathalyzer Unit Certification	S	s. 978.07(1)(d)	Waived		
	Check Complaints	EVT		Waived		
	Check Ledger Cards	CR + 7		Waived		
	Civil Cases	EVT + 3: EVT = Commencement of Action	s. 978.07(1)(a), (1)(b)	Notify		
	DNR (Department of Natural Resources) Citations	EVT		Waived		
	Felony or Related Cases	EVT + 10: EVT = Case closed or Mandatory release date reached; which ever is later	s. 978.07(1)(c)3	Notify		
	Felony or Related Cases Punishable by a Maximum Period of Imprisonment Equal to At Least 20 Years	EVT + 20: EVT = Released or paroled; which ever is later	s. 978.07(1)(c)2	Notify		
	Felony or Related Cases Punishable by Life Imprisonment (aka Homicide)	EVT + 50: Released or paroled; which ever is later	s. 978.07(1)(c)1	Notify		
	Grant Reimbursement Proposals (Victim Witness)	CR + 10		Waived		
	Juvenile Cases - JV / Juvenile Delinquency	EVT + 10: EVT = Juvenile's 17th Birthday	SCR 72.03(2)	Waived		
	Juvenile Consumption Files	EVT + 6: EVT = Final Judgment	SCR 72.03(2)	Waived		
	Juvenile DNR Citations	EVT + 6: EVT = Final Judgment	SCR 72.03(2)	Waived		
	Juvenile Municipal Citations	EVT + 3: EVT = Final Judgment	SCR 72.03(2)	Waived		
	Juvenile Truancy Violations / Citations	EVT + 6: EVT = Final Judgment	SCR 72.03(2)	Waived		
	Misdemeanor Cases	EVT + 3: EVT = Commencement of Action	s. 978.07(1)(a), (1)(b)	Waived		
	Ordinance Violations	EVT + 3: EVT = Commencement of Action		Waived		
	Parking Citations	EVT + 3: EVT = Commencement of Action	s. 978.07(1)(b)	Waived		
	Search Warrants	EVT + 6: EVT = Filed with Court	SCR 72.01(27)	Waived		
	Subpoena Duces Tecum	S		Waived		
	Traffic Cases	EVT + 3: EVT = Commencement of Action	s. 978.07(1)(b)	Waived		
	Trust Account Audits, Monthly	EVT + 6: EVT = Case Related	SCR 20(1-15) & s. 757.293(2)	Waived		
	Vacation Schedule, Police Officers	S		Waived		
	Vehicle Seizures	EVT + 3: EVT + Date of Seizure	s. 978.07(b)	Waived		
	Victim / Witness Card Files	EVT + 6: EVT = Case Closed	s. 978.07(3)(d)	Waived		
	Victim / Witness Cases	EVT + 6: EVT = Case Closed	s. 978.07(3)(d)	Waived		
	Victim / Witness Statistics Sheet, Closed	EVT + 6: EVT = Case Closed	s. 978.07(3)(d)	Waived		
	Victim / Witness Volunteers and Schedules	S		Waived		
	Legal					

	Case files, litigation	EVT + 3: EVT = Closure or when appeal time has run, whichever is longer or per SCR		Waived		
	Case files, non-litigation	CR+3		Waived		
	CHIPS (Child in Need of Protective Services) Juvenile Records	EVT + 2: EVT = Child's 18th Birthday		Waived		
	CHIPS (Child in Need of Protective Services) Petitions	S		Waived		
	Department Files	CR + 3		N/A		
	Dismissals - 51.45	CR + 3		Waived		
	Guardianship Files	EVT + 7: EVT = Termination of Guardianship		Waived		
	Lawsuits and Habeas Corpus	EVT + 3: EVT = Closure or when appeal time has run, whichever is longer or per SCR		Waived		
	Legal Fees, Outside Counsel	EVT + 5: EVT = No activity		Waived		
	Legal Memoranda	CR + 3		Waived		
	Legal Opinions	Permanent		N/A		
	Liability Claims	EVT + 7: EVT = Expiration		Waived		
	Mental Commitment Cases	EVT + 3: EVT = Closed		Waived		
	Ordinance Cover Sheets	EVT + 3: EVT = Board Approval		Waived		
	Parks and Land Use and Environmental Ordinance Enforcement Files	Permanent		N/A		
	Real Estate Closing Files	Permanent		N/A		
	Termination of Parental Rights (TPRs)	EVT + 45 days: EVT = Child's 19th Birthday		Waived		
	Truancy Referrals	EVT + 1: EVT = Child's 18th Birthday		Waived		

	County Clerk					
	Officially adopt the County Clerk's General Schedule (compiled by WHS and approved by WPRB), which is incorporated herein by reference as presently constituted or hereafter revised (see: Addendum B).					

	County Treasurer					
	Officially adopt the County Treasurer's General Schedule (compiled by WHS and approved by WPRB), which is incorporated herein by reference as presently constituted or hereafter revised (see: Addendum C).					

	Court Records					
	The retention and disposal of all court records is governed by Section 757.54 Wisconsin Statutes and Chapter SCR 72, which are incorporated herein by reference as presently constituted or hereafter revised (see: Addendum D).					
	Data Processing					
	Annual Back-Ups	CR + 10		N/A		
	Daily Back-Ups	CR + 15 days		N/A		
	Monthly Back-Ups	CR + 1		N/A		
	Special Back-Ups (end of tax processing, etc.)	CR + 7		N/A		
	Telephone Records: System Back-Up Records	CR + 15 days		N/A		
	Telephone Records: System Call Records	CR + 6 Months		N/A		

	Economic Services Administration & Support and Workforce Development Center					
	AFDC Food Stamp Payment Cards	S		Waived		
	Bankruptcy Reports	CR + 7		Waived		
	Economic Services Case Directory	S		Waived		
	Economic Services Client Listing (Computer Printout)	CR + 1 Month		Waived		
	Fair Hearings	CR + 4	s. 59.52(18)	Waived		
	Fraud Investigation Reports	CR + 10		Waived		
	Fraud Referral Records - Other	EVT + 7: EVT = Audited or Transferred to Microfilm		Waived		
	Fraud Referral Records - Referred to DA	EVT + 7: EVT = Audited or Transferred to Microfilm		Waived		
	Fraud Referral Records - Unfounded	EVT + 7: EVT = Audited or Transferred to Microfilm		Waived		
	Fuel Assistance Records	CR + 7	s. 49 & 59.52(4)(a)18, HSS 245.03 (1)(a)	Waived		
	General Assistance Case Files	Permanent		N/A		
	Income Maintenance Case Records	CR + 4	s. 49 & 59.52(4)(a)18, HSS 245.03 (1)(a)	Waived		
	Income Maintenance Medical Disability	CR + 4		Waived		
	Returned Tax Intercept Notices	CR + 7		Waived		
	Tax Intercept	EVT + 7: EVT = Audited		Waived		
	Title XIX Report	CR + 1		Waived		
	Emergency Management					
	911 Phone Activity	CR + 3		Waived		
	County Radio Services Billing System Software Setup Changes Log and Handbook	S		Waived		
	Disaster Declarations	CR + 7		Waived		
	EMD (Emergency Medical Dispatch) Report	CR + 3		Waived		
	Emergency Operations Plans	S		Waived		
	Grants	CR + 7		Waived		
	Radio Services Project Files	Life of Project		Waived		
	Radio Services System Files	Life of Project		Waived		
	SARA (Superfund Amendments & Re-Authorization Act) Files	S		Waived		
	Tier II Hazardous Chemical Reports	CR + 7		Waived		
	Time Analysis Report	CR + 3		Waived		
	Executive					
	Administration					
	Accommodations / Proclamations	CR + 10		Waived		
	Congratulatory Letters	CR + 5		Waived		
	County Event Special Projects	CR + 10		Waived		
	County Executive Appointed Boards & Commissions List	S		Waived		
	County Executive Project Files	CR + 10		Waived		
	Press Releases	CR + 7		Waived		
	Shared Dispatch Working Files	S		Waived		

	Community Development					
	Annual Grant Application	CR + 3		Waived		
	Audits, community block grant	CR + 7	24CFR 570.502(a)(16)	Waived		
	Census Books	S		Waived		
	Environmental Reviews	CR + 7		Notify		
	Federal Regulations	S		Waived		
	Grant Awards	CR + 7	24CFR 570.502(a)(16)	Waived		
	Home Regulations	S		Waived		
	HUD Disaster Recovery Initiative Fund Files	CR + 5		Waived		
	HUD Grantee Performance Reports	CR + 7	24CFR 570.502(a)(16)	Waived		
	Labor Standard Projects	CR + 7	24CFR 570.502(a)(16)	Waived		
	Labor Standard Wage Files	CR + 7	24CFR 570.502(a)(16)	Waived		
	Sub Grantee Project Files - CDBG (Community Development Block Grant)	CR + 7	24CFR 570.502(a)(16)	Waived		
	Sub Grantee Project Files - Home	CR + 7	24CFR 570.502(a)(16)	Waived		
	Senior Services					
	Adult Day Care Records	CR + 3		Waived		
	Adult Day Care Tracking Statistics - Lutheran Social Services	EVT + 3: EVT = Audited		Waived		
	Area Agency on Aging Reports - includes nutritional meal program summary	CR + 7		Waived		
	Benefit Specialist Client Files	EVT + 7: EVT = File Closed	s. 46.81 & 59.52 & HSS 245.03	Waived		
	Benefit Specialist Report	S	s. 46.81	Waived		
	Client Assessments for Home Delivered Meals and Supportive Services	CR + 3		Waived		
	Client Donation Deposits	CR + 7		Waived		
	Client Files - includes complaints, HDM assessments and pre-authorizations	EVT + 7: EVT = File Closed	s. 59.52	Waived		
	Client Nutrition Site Changes, site counts and daily meal counts	CR + 3		Waived		
	Client Statements (Revenue Received)	CR + 3		Waived		
	Commission on Aging - business related materials	CR + 7		Waived		
	Complaint Grievance File	CR + 3		Waived		
	Congregate Billings	CR + 3		Waived		
	Congregate Participant Logs Book	CR + 7		Waived		
	Congregate Registration Forms	CR +7		Waived		
	Contract Monitoring Files	CR + 7		Waived		
	Contract Provider Billing Reports, invoices	CR + 7		Waived		
	Contracts Not Related to Purchasing	CR + 3		Waived		
	Day Care Client Billings	CR + 7		Waived		
	Elder Abuse Reports	CR + 7	s. 46.90	Waived		
	Factors Database Program	S		Waived		
	Grant Applications	EVT + 3: EVT = Audited		Waived		
	Grant Task Force	S		Waived		
	Greeter Program Files	CR + 3		Waived		
	Home Delivered Meals, C202 sheets	CR + 7		Waived		
	Home Delivered Meals, monthly computer printout reports	CR + 3		Waived		
	Home Delivered Meals, tracking index cards	CR + 7	s. 46.85	Waived		
	Home Delivered Meals, volunteer mileage reports	CR + 7	s. 46.85	Waived		

	Home Delivery Meals, client charge log, daily activity log, and daily vendor order sheet	CR + 7		Waived		
	ID Applications	CR + 5		Waived		
	ID Receipts	CR + 5		Waived		
	ID Reconciliation Book	CR + 5		Waived		
	Information & Assistance (I & A) Files (EOY)	EVT + 7: EVT = Audited		Waived		
	Information & Assistance Phone Logs	CR + 7		Waived		
	Information Systems Capital Project Documents	CR + 2		Waived		
	Legal Action Files (Legal Action of Wisconsin)	S		Waived		
	Long Term Redesign Project	S		Waived		
	Medicare Vans, weekly billings	CR + 3	s. 85.21	Waived		
	Nutrition Checks	CR + 3		Waived		
	Nutrition Program Records	CR + 3		Waived		
	Nutrition Site, progress reports	CR + 3		Waived		
	Nutrition Site, quality control sheets	CR + 3		Waived		
	Nutrition Site, registrations	CR + 1		Waived		
	Preauthorization's, Service	EVT + 1: EVT = Termination		Waived		
	Program Monitor Evaluation (PME) Billing Reports, invoices	EVT + 7: EVT = Audited		Waived		
	Project Files, special events	CR + 7		Waived		
	Reports, specialized transportation / other	CR + 5		Waived		
	Senior Center Listing	CR + 5		Waived		
	Senior Dining Quality Control Sheets	CR + 7		Waived		
	Senior Dining Supply Usage Reports	CR + 7		Waived		
	Senior ID Log Book	CR + 5		Waived		
	Shared taxi Monthly Report	S		Waived		
	Statistics, operational and cost	CR + 5		Waived		
	Support Group and Doctors List	CR + 1		Waived		
	Taxi Program Analysis	CR + 3		Waived		
	Taxi Vouchers	EVT + 3: EVT = Audited	s. 85.21	Waived		
	Title XIX Billing Statements	CR + 7		Waived		
	Transit Data, Historical, specialized	EVT + 7: EVT = Settlement	s. 85.21	Waived		
	Transportation Contracts	CR + 3	s. 85.21	Waived		
	Volunteer Acknowledgement of Confidentiality	EVT + 3: EVT = Termination		Waived		
	Volunteer Card File	CR + 7	s. 46.85	Waived		
	Volunteer Driver Agreements	EVT + 3: EVT = Termination		Waived		
	Volunteer Elder Reach Files	CR + 3	s. 46.85	Waived		
	Volunteer Friendly Visitors Files	EVT + 3: EVT = Termination		Waived		
	Volunteer Monthly Reports	CR + 7	s. 46.85	Waived		
	Volunteer Registration Forms - Includes Confidentiality Driver's Statements	CR + 7		Waived		
	Volunteer Staff Log Book	S		Waived		
	Finance					
	Balancing Report	FIS + 4		Waived		
	Bond & Coupon Records Book, general obligation bonds	EVT + 30: EVT = Bond issue expiration or following payment of all outstanding matured bonds, notes, coupons, whichever is later		Waived		
	Canceled Bonds, Coupons, & Promissory Notes	EVT: EVT = Audited		Waived		

	Copies of Notices of Tax Apportionment Sent to Local Taxing Districts by County Clerk	FIS + 3		Waived		
	Deferred Compensation Records	EVT + 8: EVT = End of Service		Waived		
	Equipment & Furnishings Inventories	S		Waived		
	Garnishment Records	FIS + 7		Waived		
	General Ledger	FIS + 15		Notify		
	General Ledger, Trial Balance	FIS + 7		Waived		
	Illegal Tax Certificates Charged Back to Local Tax Districts	EVT + 3: EVT = Charging Back		Waived		
	Insurance Records	FIS + 7		Waived		
	Investment Records	FIS + 6		Waived		
	Notices of Tax Apportionment from Secretary of State	FIS + 3		Waived		
	Payroll Registers, Other Payroll Report, & Social Security & Retirement Earnings Report	FIS + 10		Waived		
	Retirement Records	EVT + 8: EVT = End of Service		Waived		
	Time cards, Attendance Records, Salary Schedule	FIS + 7		Waived		
	Treasurer Cash	FIS + 7		Waived		
	Unemployment Compensation Payment Records	FIS + 3		Waived		
	Withholding Allowance Certificates, Employee Wage & Tax Statements, & Other Tax Records	FIS + 7		Waived		
	Health Department					
	Administrative					
	Accounts Receivable Client Records	EVT + 10: EVT = Audited		Waived		
	Agency Evaluations	CR + 7	s. 19.21	Waived		
	Agency Goals, objectives, short & long term strategic plans	CR + 7	s. 19.21	Waived		
	Audit Reports, Vendor	CR + 7		Waived		
	Background Checks	CR + 7		Waived		
	Bankruptcy Reports	CR + 7		Waived		
	CARS (Community Aids Reporting System) Reports	Permanent		N/A		
	Cash Grant Vouchers	CR + 7		Waived		
	Certification of Destruction (Records)	Permanent		N/A		
	Daily Activities Report	CR + 7	s. 19.21	Waived		
	Daily Deposit Spreadsheets	CR + 7		Waived		
	Employee Expense Accounts	CR + 7		Waived		
	Evening Security Logs	CR + 3 Months		Waived		
	Fiscal Records, Billing, Budget	CR + 7	s. 19.21	Waived		
	Grant Reconciliation Working Papers	Permanent		N/A		
	Grants	CR + 7, Unless. otherwise specified		Waived		
	HIPPA Documentation (Health Insurance Portability and Accountability Act)	CR + 7	HIPAA 164.530	Waived		
	Hospital Fiscal Survey	Permanent		N/A		
	Incident / Injury Reports	CR + 7	s. 19.21	Waived		

	Inventories, facility and equipment	CR + 7	s. 19.21	Waived		
	Inventory, or non-expendable personal property	EVT + 7: EVT = Property disposed of	s. 19.21	Waived		
	Medicare Cost Report	Permanent		N/A		
	Mission Statement, Philosophy, Purpose	CR + 7	s. 19.21	Waived		
	Patient Billing Activity Logs	CR + 7		Waived		
	Policies and Procedures (Program related)	CR + 7	s. 19.21	Waived		
	Policies and Procedures (Records related)	EVT: EVT = Superseded or Record Series no longer Exists		Waived		
	Press Releases	CR +1		Waived		
	Purchase Orders EDS (Electronic Data Storage)	CR + 7		Waived		
	Reconciliation Working papers	Permanent	HHS 54.06 (2)(a)(6)	N/A		
	State Reports (942/943)	Permanent		N/A		
	Taped meeting minutes	EVT + 90: EVT = Approval date & publication	s. 19.21	Waived		
	W.I.C. Case Files	FIS + 3	7 CFR 246.25	Waived		
	W.I.C. State Reports	CR + 3		Waived		
	Client and/or Family Care					
	Agency Program Evaluation	CR + 7	s. 19.21	Waived		
	Birth Certificate Information	EVT + 1: EVT = Receipt of Copy	s. 69.20(3)(c)	Waived		
	Care Coordination: Adult	CR + 7	s. 19.21	Waived		
	Care Coordination: Minor	EVT + 5: EVT = Minor reaches 18 years of age	s. 19.21	Waived		
	Child Long Term Support - Autism Records	EVT + 7: EVT = Case Closed		Waived		
	Client Listing	CR + 1 Month		Waived		
	Client Record / Patient Care: Adult	CR + 7	s. 19.21	Waived		
	Client Record / Patient Care: Minor	EVT + 5: EVT = Minor reaches 18 years of age	s. 19.21	Waived		
	Clinic Record, blood pressure forms	CR + 7		Waived		
	Complaint Investigation Record	CR + 7		Waived		
	Family Care Record: Adult	CR + 7	s. 19.21	Waived		
	Family Care Record: Minor	EVT + 5: EVT = Minor reaches 18 years of age	s. 19.21	Waived		
	Health Check / Well Child: Adult	CR + 7	s. 19.21	Waived		
	Health Check / Well Child: Minor	EVT + 5: EVT = Minor reaches 18 years of age	s. 19.21	Waived		
	Health Fair Records	CR + 7		Waived		
	Home Care Record	EVT + 6: EVT = The month the cost report is filed with the intermediary, maintain even if program is discontinued		Waived		
	Lead Screens	CR + 7		Waived		
	Monthly Clinic Statistic Report	CR + 1		Waived		
	Monthly Nurses Calendar	CR + 1		Waived		
	Short Term Record: Adult	CR + 7	s. 19.21	Waived		
	Short Term Record: Minor	EVT + 5: EVT = Minor reaches 18 years of age	s. 19.21	Waived		
	Communicable Disease Records					

	Clinic Record, STD Clinic	CR + 7		Waived		
	Communicable Disease Outbreak Records [DOH 4142 (Rev. 8/860 & is complete DOH 9081] (Original to State Epidemiologist)	EVT: EVT = Investigation is complete		Waived		
	Communicable Disease Reports (4151) - Local Copy (Original to State Epidemiologist): Adult	CR + 7		Waived		
	Communicable Disease Reports (4151) - Local Copy (Original to State Epidemiologist): Minor	EVT + 5: EVT = Minor reaches 18 years of age		Waived		
	Hep. B / TB Case Records	EVT + 30: EVT = Severance		Waived		
	Immunization Administration Record	Permanent	National Childhood Injury Act of 1986, s 2125 PHS Act at 42 U.S.C. s. 300aa - 25 (Supp. 1987)	Waived		
	Immunization Record: Adult	CR + 7	s. 19.21	Waived		
	Immunization Record: Minor	EVT + 5: EVT = Minor reaches 18 years of age	s. 19.21	Waived		
	Referral Listing	CR +7		Waived		
	Signature of Person to Receive Vaccine or Person Authorized to Make Request for Immunization: Adult	CR + 10		Waived		
	Signature of Person to Receive Vaccine or Person Authorized to Make Request for Immunization: Minor	EVT + 5: EVT = Minor reaches 18 years of age		Waived		
	STD Report (4343) - Local Copy (Original to State Epidemiologist: Adult	CR + 7		Waived		
	STD Report (4343) - Local Copy (Original to State Epidemiologist: Minor	EVT + 5: EVT = Minor reaches 18 years of age		Waived		
	Community Education					
	Curriculum	CR + 7		Notify		
	Educational Materials	CR + 7		Notify		
	Evaluation	CR + 7		Notify		
	Program Materials	CR + 7		Notify		
	Environmental Health Records					
	Health Hazard Investigations	CR + 7		Waived		
	Licensed Establishments Inspection Reports	CR + 3		Waived		
	On-Site Waste	EVT: EVT = System is abandoned		Waived		
	Variance Approvals	Permanent		Waived		
	Water Sample Reports	CR + 7		Waived		
	Well / Septic Permits	EVT: EVT = System is abandoned		Waived		
	Adolescent & Family Services / Juvenile					
	Adolescent & Family Services Census Sheets	S		Waived		
	Adolescent & Family Services Client Index Card File	S		Waived		
	Adolescent & Family Services Client Listing	S		Waived		
	Adolescent & Family Services Client Logs	S		Waived		

	Adolescent & Family Services Client Records	EVT + 7: EVT = Youngest Child in household turns 19 years of age	HSS 92.12(2) & (4)	Waived		
	Daily Staff Attendance Reports	CR +1		Waived		
	Daily Staff Schedule	CR + 2		Waived		
	Original Offense Report	CR + 2		Waived		
	Permission Slips (Residents)	CR + 2		Waived		
	Requests for Leave, employee	CR + 1		Waived		
	Resident Juvenile Case Files, secure	EVT + 10: EVT = Case Closed	s. 48.396 & HSS 346.13 & SCR 72(41)	Waived		
	Resident Juvenile Case Files, shelter care	EVT + 7: EVT = Case Closed	s. 48.396 & HSS 59.07 (3)(b)	Waived		
	Resident Medical Treatment Records	CR + 7	HSS 92.12(1) & (2)(3)(4)	Waived		
	Resident Medication Log	S		Waived		
	Shelter Care Secure Admission Register	Permanent	HSS 54.06 (2)(a)(1)	N/A		
	Supervisor Shift Log	CR + 2		Waived		
	Unit Log (Male & Female)	CR + 2		Waived		
	Intake Shared Services					
	Certified Child Care Files	EVT + 7: EVT = Minor reaches 18 years of age		Waived		
	Child Abuse and Neglect / Child Welfare Client Records	CR + 7		Waived		
	Intake & Shared Services Client Records	EVT + 7: EVT = Youngest Child in Family turns 18 years of age	DHS Memo (82-1A)	Waived		
	Intake Access Contact Listing	CR + 2		Waived		
	Kinship Care Client Records	EVT + 7: EVT = Minor reaches 18 years of age		Waived		
	Long Term Care					
	Long Term Care Client Listing	EVT + 1Month: EVT = Transfer to Electronic Record		Waived		
	Long Term Care Client Log	S		Waived		
	Long Term Care Client Records - Developmentally Disabled	EVT + 7: EVT = Case Closed		Waived		
	Long Term Care Client Records (Except Developmentally Disabled)	EVT + 7: EVT = Case Closed		Waived		
	Mental Health AODA / Clinical Services					
	Client Index Card Files	Permanent		N/A		
	Clinical Services Division Client Records	EVT + 7: EVT = Child turns 19 or case closed	HSS 92.12(1)(2)(3)(4), HSS 63.15	Waived		
	Community Support Program (CSP) Admissions, Referrals, and Discharge Logs	CR + 7	HHS 63.08	Waived		
	Community Support Program (CSP) and Day Treatment (DT) Client Review Notes for State Audit	CR + 7		Waived		
	Community Support Program (CSP) Client Review Log	Permanent		N/A		

	Community Support Program (CSP) Client Waiting Lists	S		N/A		
	Community Support Program (CSP) Statistics	CR + 3		Waived		
	Complaint Investigations	EVT + 7: EVT = After Settlement		Waived		
	Court Commitment Tracking Sheets	S		Waived		
	Day Treatment and Group Home Waiting Lists	S		Waived		
	Day Treatment Attendance Sheets	CR + 1 Month		Waived		
	Day Treatment Statistics	CR + 2	HSS 105.324	Waived		
	Disease Indexing	Permanent		N/A		
	Employee Blood Born Pathogen Records	EVT + 30: EVT = Terminated		Waived		
	Employee Training Log	CR + 6		Waived		
	Employee Training Records (OSHA)	CR + 3	CPL 2-244D	Waived		
	Hospital Census Sheets / Demographic	CR + 10		Waived		
	In-Patient Database Cards	Permanent	HSS 63.16	N/A		
	Medical Staff Credential Files With Disciplinary Action	Permanent		Waived		
	Medical Staff Credential Files Without Disciplinary Action	EVT + 7: EVT = Termination		N/A		
	Nursing Schedules	CR + 5		Waived		
	OBRA Screening (Omnibus Budget Reconciliation Act)	CR + 1		Waived		
	Patient Treatment Survey	EVT + 1: EVT = Survey Complete		Waived		
	Payee Client Files	CR + 2		Waived		
	Payee Financial and Billing Records	CR + 2		Waived		
	Petty Cash Vouchers	S		Waived		
	Physician's Registry	Permanent		N/A		
	Quality Assurance	EVT + 1: EVT = Survey Complete		Waived		
	Supervision Log	CR + 3		Waived		
	Survey's - Title XIX	CR + 15		N/A		
	Highway					
	Drug & Alcohol Testing Records	CR + 2		Waived		
	Fuel Usage Records	CR + 2		Waived		
	Heavy Equipment & Vehicle Inventory Ledger	S		Waived		
	Machinery, time sheets	EVT + 1: EVT = Machinery is replaced		Waived		
	Permits	Permanent		N/A		
	State Gas Reports	CR + 3		Waived		
	Stock Control Records	CR + 2		Waived		
	Vehicle Maintenance Histories	Life of Vehicle		Waived		
	Vehicle Usage Reports	CR + 2		Waived		
	Human Services					
	Administrative					
	Agency Evaluations	CR + 7	s. 19.21	Waived		
	Agency Goals, objectives, short & long term strategic plans	CR + 7	s. 19.21	Waived		

	Incident / Injury Reports	CR + 7 / EVT + 1: EVT = settlement		Waived		
	Inventories, facility & equipment	CR + 7	s. 19.21	Waived		
	Mission Statement, Philosophy, Purpose	CR + 7	s. 19.21	Waived		
	Program Policies & Procedures	CR + 7	s. 19.21	Waived		
	Fiscal					
	Fiscal Records, Billing	EVT + 90 days: EVT = Approval & publication	s. 19.21	Waived		
	Grants	EVT + 7: EVT = Disposal of property	s. 19.21	Waived		
	Inventory, non-expendable personal property	CR + 7	s. 19.21	Waived		
	Ch. 49 case records & other materials of all public assistance kept as required	If no payments have been made for at least 3 years & a face sheet & financial record or payments for each aid account are preserved in accordance with rules adopted by DHSS, set out below		Notify		
	a. Open Public Assistance Case Records: (1) All data forms: case determination sheets worksheets; medical assistance certification sheets; sheets which document the verification of changeable items, such as income or health status; correspondence to & from applicants & recipients; & any other document needed to support income maintenance agency decisions (2) Sheets which document the verification of unchangeable items, such as social security numbers, birth dates, & citizenship (3) financial record for all payments not on file in CRN	(1) EVT: EVT = Most recent 6 year period (2) As long as case is open (3) As long as case is open	**(1)** HSS245.03 (1)(a) **(2)** HSS245.03 (1)(b) **(3)** HSS245.03 (1)(c)	Waived Waived Waived		
	b. Closed Public Assistance Cases & Denied Cases: (1) records specified in 1.a(1) above (2) Most recent data form, records specified in 1.a(2) above & materials relating to any lack of cooperation on the part of the recipient (3) Most recent data form & record specified in 1.a(3) above	(1) EVT + 3: EVT = Closed (2) EVT + 6: EVT = Closed (3) EVT + 3: EVT = Date of Denial	**(1)** HSS245.03 (2)(a) **(2)** HSS245.03 (2)(b) **(3)** HSS245.03 (2)(c)	Notify Notify Waived		
	Fraud Referral Records					
	a. Unfounded	EVT + 3: EVT = Determination Decision**	HSS245.03	Waived		
	b. Founded - referred to D.A.	EVT + 7: EVT = Determination Decision**	HSS245.03	Waived		
	c. Founded - other	EVT + 5: EVT = Determination Decision**	HSS245.03	Waived		
	Third-party recovery records	EVT + 1: EVT = Case Closed**		Waived		
		** Recommend microfilming essential information				
	JOBS participant records	EVT + 7: EVT = Last date of JOBS eligibility, therefore closed	DHSS Admin. Memo 94-18	Waived		
	Social Service Case File					

	a. State Required Case Documentation; initial contact sheet; notice of agency action; social services narrative; financial information; any other records documenting client eligibility & activity	EVT + 3: EVT = Case Closed	DHSS Memo 82-1A	Waived		
	b. State Required & County Developed Case Documentation; assessment; or diagnostic forms; records & narratives; social and medical histories; copies of court reports pertinent to case; release of information forms; client or service agreements; forms & documentation of eligibility or financial status	EVT + 3: EVT = Case Closed	DCS Memo 92-12	Waived		
	c. Social Service Records for Cases 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	EVT + 1: EVT = Final action / Determination	DCS Memo 92-12	Waived		
	Protective Payee	EVT + 7		Waived		
	Case Management Files	EVT + 7		Waived		
	Payee Miscellaneous Documents	EVT + 3 months: EVT = Audited		Waived		
	Child-Placing Agency					
	a. Register, identifying information about children accepted for service or placement	Permanent	HSS 54.05(2)(a)1	N/A		
	b. Individual Case Records for each child served & his / her family	EVT + 7: EVT = Case closed		Waived		
	c. Individual Foster Home Records for each foster home used by the agency, which includes signed applications & agreements	CR + 7		Waived		
	d. Individual Records of Studied Adoptive Applicants	CR + 7		Waived		
	e. 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	EVT + 2: EVT = License or certificate is no longer active	DCS Memo 92-12	Waived		
	f. Licensing & Certification Records for above types of facilities where license or certificate was not approved	EVT + 1: EVT = Final action / Determination	DCS Memo 92-12	Waived		
	g. Adoption records; county agencies providing child welfare services under s. 48.56 or child-placing agencies licensed under s. 48.60, should follow the detailed procedures for adoption information search & disclosure detailed in HSS 53	Permanent	HSS 53.07(1)	N/A		
	Third-Party Recovery	CR + 7		Waived		
	Medical Examiner					
	Case Face Sheet Logs	Permanent		N/A		
	Case File Slides	CR + 75		Waived		
	Case File X-Rays	CR + 75		Waived		
	Case Files	CR + 75		Waived		
	Cremation Case Files	Permanent		N/A		

	Data Base Entry Form (Draft)	CR + 5		Waived		
	Digital Case Photos	CR + 75		Waived		
	Eyewash Inspection / Waste Container Logs	CR + 5		Waived		
	Homicide or Suspicious Death Investigation Case Files	CR + 75		Notify		
	Medication Disposal Logs	CR + 10		Waived		
	Other investigation case files	EVT + 7: EVT = Litigation resolved or case closed		Waived		
	Outside Case Billing Log	CR + 10		Waived		
	Report for Final Disposition (other reportable)	CR + 3		Waived		
	Sharp Container Log	CR + 5		Waived		
	Park & Land Use					
	Administration					
	Annual Work Plans	CR + 5		Waived		
	Citation & Park Patrol Records	CR + 2		Waived		
	Construction Contracts	CR + 7		Waived		
	County Forest Plan (10 year plan)	CR + 10		Notify		
	Credit Card Receipts	CR + 1		Waived		
	DNR Agreements	CR + 7		Waived		
	Employee Emergency Informational Form	S		Waived		
	Equipment & Vehicle Registration Reports	EVT: EVT = Equipment / Vehicle disposed of		Waived		
	Expenditures, seasonal employees	CR + 3		Waived		
	General Information	S		Waived		
	Guidebooks & Trail Information	S		Waived		
	Lawsuits	EVT + 1: EVT = Settlement		Waived		
	Licensed Establishment Collection Reports	CR + 5		Waived		
	Material Recycling Facility (MRF) Financial Records	CR + 3		Waived		
	Plat Books	Permanent		N/A		
	Radon Reimbursement Requests	CR + 7		Waived		
	Records of Bounty Claims Forwarded to DNR	CR + 1	s. 59.52(4)(a)(3)	Waived		
	Status Reports, monthly	CR + 3		Waived		
	Street Atlas	Permanent		N/A		
	Study, departmental fee rates	CR + 3		Waived		
	Timber Sale Contracts (bid openings, etc.)	CR + 7		Waived		
	Wisconsin Conservation Corps Projects / Crew Information	CR + 3		Waived		
	Environmental Health					
	Animal Bite Files	CR + 10	WI Dept. of Agri.: AG 13	Waived		
	Animal Bite Log	CR + 1		Waived		
	Animal Complaint Log	CR + 7		Waived		
	Block Grant	CR + 7		Waived		
	Colilert Culture Quality Control	CR + 5		Waived		
	Commercial Premise Files	Permanent		N/A		
	Delinquent Septic Systems	S		Waived		
	Environmental Department Audit	S		Waived		
	Environmental Health Mileage Code Dailies	CR + 7		Waived		
	Establishments Out of Business, Dept. of Agriculture	Permanent		N/A		
	Fluoride Nitrate Test Results	CR + 5		Waived		

	Food & Liquor License Establishments	CR + 7		Waived		
	Food Borne Illness / Establishment Complaint Files	EVT + 7: EVT = Complaint Filed		Waived		
	Food Sample Reimbursement Documentation	CR + 7		Waived		
	Ground Water Monitoring Reports	CR + 20		Waived		
	Hazardous Waste Department Investigations	CR + 3	W.A.C. NR 630.31 (1) (f)	Waived		
	Holding Tank Files	CR + 3		Waived		
	Holding Tank Maintenance Cards	CR + 2		Waived		
	Hotel / Motel Inspections	CR + 3	HSS 192.01 & 192.08 (1)	Waived		
	Hotel / Restaurant Licensed Establishments Log	Permanent		N/A		
	Inspection's for Peddler's Permits	CR + 3	HSS 192.01 & 192.08 (1)	Waived		
	Lab Water Testing Log	S		Waived		
	Lead Inspections (Poisonous & Non-Poisonous)	Permanent		N/A		
	Nitrate Analysis Reports (ISE)	Permanent		N/A		
	Postage Tally	CR + 1		Waived		
	Premise Files	Permanent		N/A		
	Private Sewage System Inspection Reports	Permanent		N/A		
	Property Site Inspections	CR + 10		Waived		
	Public Camp Grounds	CR + 3	HSS 192.01 & 192.08 (1)	Waived		
	Radon Grants	CR + 7		Waived		
	Radon Lab Results	CR + 7		Waived		
	Rainfall Data	S		Waived		
	Recreational Educational Camps	CR + 3	HSS 192.01 & 192.08 (1)	Waived		
	Reimbursement Reports	CR + 1		Waived		
	Restaurant & Retail Consumer Complaints	CR + 10		Waived		
	Restaurant Licensing & Inspection Files	CR + 10		Waived		
	Restaurants, Out of Business	Permanent		N/A		
	Retail Food Establishment Inspection Log	Permanent		N/A		
	Retail Food Establishment Inspections	CR + 10		Waived		
	School Inspection Files	CR + 10		Waived		
	Septic Permits	Permanent		N/A		
	Septic System Inspection Files	Permanent		N/A		
	Sewage Complaints	Permanent		N/A		
	Soil Test Reports	EVT: EVT = Land developed and permit issued		Waived		
	Storage Tank Compliance & Maintenance Manual	S		Waived		
	Storage Tank Installation & Removal	Permanent		N/A		
	Storage Tank Registration & Permit Records	CR + 7		Waived		
	Storage Tank Remediation Financial Records	CR + 7		Waived		
	Storage Tank Remediations	Permanent		N/A		
	Storage Tank Remediations & Site Assessment Negatives	Permanent		Waived		
	Swimming Pool Inspections	CR + 3	HSS 192.01 & 192.08 (1)	Waived		
	Swimming Pool Licensing Log	CR + 2		Waived		

	Temperature Log, Refrigerator & Incubator	CR + 5		Waived		
	Transportation Site Inspections	CR + 10		Waived		
	Vending Machine Inspection Log	CR + 1		Waived		
	Vending Machine Licensing	CR + 10		Waived		
	Water Sampling Summary Reports	EVT + 5: EVT = Audit		Waived		
	Well Inspection Lab Note Log	CR + 5		Waived		
	Well Inspection Logs	Permanent		N/A		
	Well Surveys	CR + 5		Waived		
	Wisconsin Fund Grant Program Files	CR + 7		Waived		
	Land Resources - Land Conservation					
	Agriculture Compliance Inventory & Data Base	Permanent		N/A		
	Agriculture Land Preservation Plan	S		Notify		
	Cost Sharing Agreement Records	EVT + 3: EVT = Termination or Expiration of all contracts signed that year	NR 120ATCP 50	Waived		
	County Mining and Yard Waste Contracts	Permanent		N/A		
	Detailed Design Drawings (Land & Water Conservation Designs)	Permanent		N/A		
	Drainage District Files	Permanent		N/A		
	Erosion and Storm Water Permits	Permanent		N/A		
	Farm Conservation Plans	Permanent	120-GM, 408-98, SCS/CRS(29)(31)(a)	N/A		
	Interdepartmental Agreements	S		Waived		
	Land and Water Resource Management Plan (LWRM)	Permanent		Notify		
	Land Conservation Grants	CR + 7		Waived		
	Non-Metallic Mining Permit Files	Permanent		N/A		
	Wetland Maps	Permanent		N/A		
	Land Information System					
	Aerial Photographs	Permanent		N/A		
	Assessors Plats	Permanent		N/A		
	Award of Damage for Scenic Rights	EVT: EVT = Recorded		Waived		
	Cadastral Maps	Permanent		N/A		
	Certified Mileage Lists	S		Waived		
	County Development Plan	S		Notify		
	Grant Application	CR + 10		Waived		
	Grant Contract Work Project Documentation	CR + 10		Waived		
	Hauler Licenses / Applications	EVT + 2: EVT = Renewal		Waived		
	Land Information Plan	Permanent		Notify		
	Parcel Maps for Tax Records	CR +10		Waived		
	Relocation of Orders / Maps	S		Waived		
	Report of Functional Jurisdiction of Roads	EVT + 10: EVT = Next Report Received		Waived		
	Town Plats	CR + 3		Waived		
	Waste Management Plan	S		Waived		
	Water Quality Approval Letters	Permanent		N/A		
	Park System					
	Automobile Accident Reports	CR + 7		Waived		
	Dam Information	Permanent		N/A		
	Dam Inspection Log	Life of Project		Waived		
	Facility Reservations	EVT + 7: EVT = Last Reservation		Waived		

	Grant, Funding	Life of Project		Waived		
	History of Retzer - Photo albums, etc.	Permanent		N/A		
	Incident Reports	CR + 7		Waived		
	Injury Report Packets, employee	EVT + 7: EVT = Employee Terminated		Waived		
	Injury Reports, non-Employee	CR + 7		Waived		
	Land Acquisition, deeds, abstracts	Permanent		N/A		
	Lifeguard Activity Log	CR + 2		Waived		
	Log, Chemical Applications	CR + 7		Waived		
	Log, Water Use	Life of Project		Waived		
	Log, Well Data	Life of Project		Waived		
	Master Park Plan (5 Year Plan)	S		Notify		
	Park System Task Report	CR + 3		Waived		
	Plans / Construction Documents / Specifications / Drawings	Life of Project		Waived		
	Program Registrations	EVT + 7: EVT = Last Reservation		Waived		
	Publicity Newsletter	Permanent		N/A		
	Safety Inspection Report	CR + 7		Waived		
	Site Plans	Life of Project		Waived		
	Volunteer Information	CR + 3		Waived		
	Planning and Zoning					
	Amendments to the County Development Schedule	Permanent		N/A		
	Atlas	S		Notify		
	Board of Adjustment Case Files	Permanent		N/A		
	Board of Adjustment Decisions & Supporting Documentation	Permanent		N/A		
	Building Plans	Life of Project		Waived		
	Conditional Use Files	Permanent		N/A		
	Drainage District Records	Permanent		N/A		
	Flood Hazard Inquiries, Determinations	Permanent		N/A		
	Inspection Reports for Sanitary	Permanent		N/A		
	Land Use Permits, easements	Permanent		N/A		
	Log, board of adjustment cases	Permanent		N/A		
	Log, violations	Permanent		N/A		
	Permit Applications	Permanent		N/A		
	Permit Records	Permanent		N/A		
	Plan of Operations and Site Plans	Permanent		N/A		
	Project, Redistricting, Reapportionment	EVT + 10: EVT = Next Report Received or Project Completed		Waived		
	Receipt Books	CR + 7		Waived		
	Rezoning Files, zoning amendments	Permanent		N/A		
	Subdivision Records	Permanent		N/A		
	Town Plan Commission Reviews, community assistance	Permanent		N/A		
	Video Tapes	CR + 3		Waived		
	Violation Complaint	Permanent		N/A		
	Violation Files	Permanent		N/A		
	Wetland & Flood Plain Preservation Maps	Permanent		N/A		

	Zoning Applications, rejected and no activity	Permanent		N/A		
	Zoning Committee Records	Permanent		N/A		
	Zoning Map	Permanent		N/A		
	Zoning Ordinances	Permanent		N/A		
	Zoning Permits Issued	Permanent		N/A		
	Recycling and Solid Waste					
	Computer Recycling Reports	Permanent		N/A		
	County Compost Facility Reports	Permanent		N/A		
	County Landfill Agreements	S		Waived		
	Feasibility Studies	Permanent		N/A		
	Hazardous Waste Collection Grant Program Files	CR + 5	W.A.C. NR 675.03 (6) (i)	Waived		
	Hazardous Waste Surveys	CR + 3	W.A.C. NR 544.07	Waived		
	Household Hazardous Waste (Clean Sweep)	Permanent	W.A.C. NR 630.30 (5) (e)	N/A		
	Materials Recycling Facility Monthly Reports	EVT + 3: EVT = Superseded		Waived		
	Recycling Grants	EVT + 7: EVT = Audited		Waived		
	Recycling Newsletter	CR + 10		Waived		
	Service Agreement (MRF)	EVT + 7: EVT = Termination		Waived		
	Solid Waste Management Plan	Permanent		N/A		
	Personnel					
	Department Training Records	CR + 7		Waived		
	Directives & Policies	EVT + 7: EVT = Superseded or Terminated		Waived		
	EEO - 4 Reports	CR + 7		Waived		
	Obsolete Job Descriptions & any other personnel or employment records made or kept, including but not limited to, application forms or test papers by applicants & other records or decisions pertaining to hiring, promotion, demotion, transfer, layoff or termination, terms of compensation, & selection or training	EVT + 4: EVT = Position obsolete, 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 action		Waived		
	Performance Evaluations & Medical Records	CR + 6		Waived		
	Union Contracts & Grievance, Mediation & Arbitration Records	Permanent		N/A		
	Public Works					
	Contracts					
	Affidavit of organization & authority, successful bidders	EVT + 7: EVT = Project completion		Waived		
	Affidavit of organization & authority, unsuccessful bidders	CR + 2		Waived		
	Bid Tabulations	EVT + 7: EVT = Project completion		Waived		
	Bidder's Proof of Responsibility, successful bidders	CR + 7		Waived		
	Bidder's Proof of Responsibility, unsuccessful bidders	CR + 2		Waived		
	Bids, successful	EVT + 7: EVT = Project completion		Waived		

	Bids, unsuccessful	CR + 2		Waived		
	Notice to Contractors, successful bidders	CR + 7		Waived		
	Notice to Contractors, unsuccessful bidders	CR + 2		Waived		
	Performance Bond	EVT + 7: EVT = Project completion		Waived		
	Facilities Management					
	Asbestos Files	Permanent	29 CFR 1910.20	N/A		
	Cleaning Log	CR + 1		Waived		
	Condemned Homes on County Property / Burning of	Permanent		N/A		
	County Building Files	EVT + 3: EVT = Superseded		Waived		
	Flood File (Administration Center)	Permanent		N/A		
	Inspection Cleaning Evaluation Reports	CR + 2		Waived		
	Inspection Reports (Elevator, etc.)	CR + 7		Waived		
	Key Number Listing	Permanent		N/A		
	Maintenance Job Order Data Sheet	CR + 1		Waived		
	Maintenance Key Daily Sign Out Sheet	S		Waived		
	Maps - Original Drawings	Permanent		N/A		
	Natural Gas Usage Manual	S		Waived		
	Parks, substations & highway building survey reports / yearly	CR + 10		Waived		
	Payroll Time Cards (Maintenance)	CR + 7		Waived		
	Project Files	Permanent		N/A		
	Project Log	Permanent		N/A		
	Record of Transmittal	CR + 3		Waived		
	Utility Computer Printouts	S		Waived		
	Register of Deeds					
	Officially adopt the Register of Deeds' General Schedule (compiled by WHS and approved by WPRB), which is incorporated herein by reference as presently constituted or hereafter revised (see: Addendum E).					
	Sheriff					
	Process / Identification Bureau					
	Attorney Letters	CR + 7		Waived		
	Bureau of Identification Sheets	Permanent		N/A		
	Civil Process Worksheet	CR + 1		Waived		
	Correspondence Instructing Civil Process, service	CR + 7		Waived		
	Daily Roster Assignments	CR + 1		Waived		
	Death Investigation Negatives, Sensitive in Nature	Permanent		N/A		
	Department Employee Photos	EVT + 7: EVT = Termination		Waived		
	Evidence, Major Cases	EVT + 1: EVT = Final Appeal		Waived		
	Execution Log	CR + 7		Waived		
	Executions	CR + 7		Waived		
	Finger Print Cards	Permanent		N/A		
	Foreclosure's, Sheriff's Sales	EVT + 7: EVT = Sale of Property		Waived		
	Form 50's	CR + 7		Waived		
	Injunctions	EVT: EVT = After Expiration		Waived		
	Mug Shots	Permanent		N/A		
	Process, deposit receipts	CR + 7		Waived		
	Process, receipt print-outs	CR + 7		Waived		
	Proof of Service	CR + 7		Waived		

	Property Inventory Audit	EVT + 20: EVT = Disposition of property		Waived		
	Restraining Orders	EVT: EVT = Closed		Waived		
	Traffic Accident Photos	EVT + 6: EVT = Date of final Appeal		Waived		
	Transport Records	CR + 7		Waived		
	Jail Division					
	Account work sheets	CR + 7		Waived		
	Applicant Status Sheets (non-hire)	EVT + 1: EVT = Interview		Waived		
	Block Check Sheets	CR + 8	s. 59.27(8)	Waived		
	Bond Receipts	CR + 8	s. 59.27(8)	Waived		
	Booking Sheets	Permanent		N/A		
	Canteen sheets	CR + 7		Waived		
	Cash Books	CR + 8		Waived		
	Check Books	CR + 7		Waived		
	Contract Employee Files	EVT + 5: EVT = Termination		Waived		
	Critical Incidents	EVT + 8: EVT = Incident		Waived		
	Daily Attendance Rosters	CR + 8		Waived		
	Daily Bond	CR + 8	s. 59.27(8)	Waived		
	Daily Work Shift Roster	CR + 8	s. 59.27(8)	Waived		
	Dockets, daily jail records	CR + 8	s. 59.27(8)	Notify		
	Exercise Logs	CR + 8	s. 59.27(8)	Waived		
	Fire Equipment & Inspection Report	CR + 8		Waived		
	Huber Block Check Sheets	CR + 8		Waived		
	Huber Daily Inmate Roster	EVT + 8: EVT = Release of Inmate	WI Admin Code DOC 348.09(4)	Waived		
	Huber Inmate Incarceration Files	EVT + 8: EVT = Release of Inmate		Waived		
	Huber Registration of Visitors	CR + 8	WI Admin Code DOC 348.09(4)	Waived		
	Huber Rules Forms	CR + 8	s. 59.27(8)	Waived		
	Inmate Daily Activity Log Forms	CR + 8	s. 59.27(8)	Waived		
	Inmate Files: disciplinary forms, Huber revocation forms, employer information forms, employer job search, verification sheets, court orders	EVT + 8: EVT = Release of Inmate	s. 59.27(9) & 16.61(3)(b)	Waived		
	Inmate Medical Records	EVT + 8: EVT = Release of Inmate	s.146.81 to 146.83 and WI Admin Code Doc.350.09(3)	Waived		
	Jail billing	CR + 8	s. 59.27(8)	Waived		
	Jail Inmate Roster	S		Waived		
	Jail Kitchen Menu	CR + 1 Month		Waived		
	Jailer logs	CR + 8	s. 59.27(8)	Waived		
	Law Suits & Complaints	EVT + 5: EVT = Settlement or Closure		Waived		
	Ledger Sheets	CR + 7		Waived		
	Monthly Equipment Check	CR + 8		Waived		
	Shift Logs	CR + 8		Waived		
	Visitor Log	EVT + 8: EVT = Date of Visit	WI Admin Code DOC 348.09(4)	Waived		
	Volunteer Security	CR + 5		Waived		

	Detective Division					
	Arrest Records	CR + 8	s. 59.27(8)	Waived		
	Citizen Complaints	Permanent		N/A		
	Evidence Cards	CR + 10	s. 59.27(8)	Waived		
	Field Interrogation Cards	EVT + 8: EVT = Close of Case		Waived		
	Incident Records	CR + 10	s. 59.27(8)	Waived		
	Internal Investigation Files	EVT + 1: EVT = Death of person unless there is open activity on the case		Waived		
	Juvenile Cards	EVT + 1: EVT = Juvenile's 18th Birthday		Waived		
	Ordinance Violation Citation	CR + 2		Waived		
	Polygraph Examinations and Reports	Permanent		N/A		
	Patrol Division					
	False Alarm Card File	S		Waived		
	False Alarm Door Opening Invoices	CR + 1		Waived		
	Fleet Maintenance Records	Life of Vehicle		Waived		
	Intern Records	CR + 5		Waived		
	School Surveys	CR + 5		Waived		
	Squad Car Video Recordings	CR + 120 Days	s. 893.90, 893.82	Waived		
	Uniform Traffic Citations	EVT + 1: EVT = Closed, disposed, or canceled		Waived		
	Wisconsin Accident Reports	CR + 8		Waived		
	Work Schedules	CR + 7	s. 59.27(8)	Waived		
	Dispatch					
	Audio Tapes	CR + 120 days		Waived		
	Incident Record	CR + 10		Waived		
	Telecommunicator's Radio	CR + 120 days		Waived		
	Records					
	Accident Report	CR + 8		Waived		
	Accident Reports, Non-Reportable	CR + 8		Waived		
	Alcohol Assessments Education Referrals	CR + 5		Waived		
	Blueprints, Justice Department	Permanent		N/A		
	Citations	CR + 8		Waived		
	Contract Municipality Logs	S		Waived		
	Driver Condition Behavior Reports	CR + 2		Waived		
	Ignition Interlock Device Installation & Removal Record	S		Waived		
	Incident Reports	Permanent		N/A		
	Laser Logs	EVT + 8: EVT = End of use		Waived		
	Money Transfer Log, Front Desk	CR + 2		Waived		
	Orders to Produce (Writs)	S		Waived		
	Patrol Roster	CR + 2		Waived		
	Radar Certification Logs	EVT + 8: EVT = End of use		Waived		
	State Uniform Crime Report	CR + 5		Waived		
	Warning Notices	EVT + 6 Months: EVT = After compliance		Waived		
	Drug Unit					
	Asset Forfeiture Log	Permanent		Waived		

	Asset Forfeitures	EVT + 8: EVT = Given up for Auction		Waived		
	Confidential Informant File	Permanent		N/A		
	Confidential Informant Log	Permanent		N/A		
	Evidence Destruction File	EVT + 8: EVT = Last date of Appeal		Waived		
	Fleet Leased Contracts	EVT + 1: EVT = Contract termination		Waived		
	Incident Report Log	EVT + 8: EVT = Date of Last Incident		Waived		
	Incident Reports	Permanent		N/A		
	Intelligence Request Log	CR + 15		Waived		
	Known Offender File (KOF) Lawsuits	EVT + 7: EVT = Date of last appeal		Waived		
	Officer's Daily Reports	CR + 7		Waived		
	Petty Cash Vouchers	EVT + 7: EVT = Audited		Waived		
	Search Warrants	EVT + 1: EVT = Search Completed		Waived		
	Warrant, Sex offence & Drug Activity Log Book	Permanent		N/A		
	Court Services / Warrants					
	Bailiff Time and Activity Report	CR +3		Waived		
	Court Security Reports	CR +3		Waived		
	Daily Employee Witness Court Record	S		Waived		
	Stun Belt in Custody Notification & Maintenance Log	EVT + 8: EVT = Date of Final Appeal		Waived		
	Warrant Cards	EVT + 1: EVT = Warrant Cancellation		Waived		
	Warrant, cancellation sheet from court	EVT + 7: EVT = Warrant Cancellation		Waived		
	Warrant, ledgers	EVT + 7: EVT = Warrant Cancellation		Waived		
	Warrant, problems and complaints	CR + 7		Waived		
	Warrants	EVT: EVT = Until Satisfied		Waived		
	Warrants, cancelled - gold sheet	EVT + 1 Month: EVT = Cancellation or Served		Waived		
	Warrants, cancelled extradition	EVT + 3: EVT = Warrant Cancellation		Waived		
	Administration					
	Accidents, squad	EVT + 8: EVT = Closed		Waived		
	Contract Logs	CR + 1		Waived		
	Conveyance Cards	EVT + 3		Waived		
	Daily Roll Call Rosters	CR + 8		Waived		
	Department General Orders	Permanent		Waived		
	Emergency Personnel Employee Records	S		Waived		
	False Alarm Fee Documentation, uncollectible	CR + 3		Waived		
	Grant Reports and Documentation	EVT + 3: EVT = Last Payment Received		Waived		
	Overtime Cards	CR + 7		Waived		
	Psychological Evaluations (Employee)	EVT + 15: EVT = Termination		Waived		

	Warrants, teletypes / municipalities	EVT: EVT = Warrant Cancellation		Waived		
	Surveyor					
	Annexation / Detachment Plats	S	s. 66.021(8), 66.022	N/A		
	Assessor's Plat	S	s. 70.27	N/A		
	Bulkhead Line Maps	S	s. 30.11(3)	N/A		
	Cemetery Plat Court Orders	S	s. 157.07(5)	N/A		
	Cemetery Plats	S	s. 157.07	N/A		
	Certified Survey Maps	S	s. 236.34	N/A		
	Condominium Instruments	S	s. 703.07	N/A		
	Correction Instruments	S	s. 236.295	N/A		
	County Highway Widening Plan	S	s. 157.07(5)	N/A		
	Official Map Certification	S	s. 62.23(6)(b)	N/A		
	PLSS Monument Records	S	A-E 7.08(1)	N/A		
	Property Survey Maps	S	A-E 7.05(7)	N/A		
	Section Corner Monument Location Documentation	Permanent	s. 59.45, 59.60, 59.63 (2b)(7), 60.84(2), (3), (4), 60.84(4)	N/A		
	Subdivision Plat Court Orders	S	s. 236.44	N/A		
	Subdivision Plats	S	s. 236.25	N/A		
	Subdivision Replats	S	s. 236.36	N/A		
	Town Monument Certification	S	s. 59.45, 59.60, 59.63 (2b)(7), 60.84(2), (3), (4), 60.84(4)	N/A		
	U.S. Geological Survey Maps	S		Waived		
	University Extension					
	4-H, Award/Convention Materials	CR + 50		Waived		
	4-H, Enrollments	CR + 25		Waived		
	4-H, Health Records - Summer Camp	EVT + 3: Child turns 21 years of age		Waived		
	Farmland Preservation Certifications	CR + 7		Waived		
	Garden Plot Rentals	CR + 3		Waived		
	Homemaker Program, Agencies / Groups	CR + 7		Notify		
	Homemaker Program, Participants	CR + 7		Waived		
	Monthly Reports, UPS, Copies, Postage	CR + 1		Waived		
	News Releases	CR + 2		Waived		
	Newsletters, Originals	CR + 25		Waived		
	Premium Books, County Fair	CR + 1		Notify		
	Program / Teaching Curriculum	S		Notify		
	Project Files	S		Waived		
	Shipping Books, UPS	CR + 1		Waived		
	Soil Sample Reports	CR + 2		Waived		

	Soil Test Receipts, Invoices	CR + 3		Waived		
	Volunteer Certification, VOLT, Program (Volunteer Orientation Leadership Training)	Permanent		Waived		
	Veterans Service					
	Cemetery List	S		Waived		
	Commemorative Event Information	CR + 10		Waived		
	Grave Registration Files	Permanent		Notify		
	Mailing Log, Daily In/Out	CR + 1		Waived		
	Military Separation Records of Veteran's	Permanent		N/A		
	Monthly Forms Tally Sheet	CR + 2		Waived		
	Navigator Newsletter	CR + 6		Waived		
	News Releases	CR + 6		Waived		
	Office Critiques	CR + 2		Waived		
	Regulations	S		Waived		
	Veteran's Benefit Case Files	EVT + 2: EVT = Death		Waived		
	Veterans' Information Management System (VIMS) Backup Disks	S		Waived		
	Veterans' Personnel Cards	Permanent		N/A		
	Veterans' Personnel Records	Permanent		N/A		
	Veterans' Personnel Records, Agent Orange	Permanent		N/A		
	Veterans' Personnel Records, Desert Storm	Permanent		N/A		
	Veterans' Relief Records	CR + 10		Waived		
	Wisconsin Department of Veterans' Affairs Bulletins	Permanent	Ord. No. 144-135, 10-17-89	N/A		

COUNTY CLERK			
Records Series	**Retention**	**Authority**	**Notification**
ADMINISTRATION			
Aid to immigration societies	CR + 7 years	s. 59.53 (17)	Notify
Apportionment maps	Until next apportionment	s. 59.03	Waived
Audit reports	CR + 7 years	n/a	Notify
Bank statements	CR + 7 years	s. 59.61 (3)	Waived
Bounty claims forwarded to DNR	CR + 1 year	s. 59.52 (4)	Waived
Claims paid by county and supporting papers	CR + 7 years or until audited: whichever is earlier	s. 59.52 (4)	Waived
Consolidation of counties: order for referendum or special election regarding	CR + 7 years	s. 59.08 (7)	Waived
County contribution to the mosquito control district	CR + 7 years	s. 59.701(15)	Waived
County officers: appointment of	CR + 7 years	s. 59.25 (2), 59.23 (1), 17.21 (6)	Waived
County orders uncalled for by the payee; list of	CR + 7 years	s. 59.64 (4)	Waived
County zoning ordinance: petition for amendment of	CR + 7 years	s. 59.69 (5)	Waived
Court commissioner: statement of all actions or proceedings	CR + 7 years	s. 59.61 (3), 59.61 (1)	Waived
Court costs and fees	CR + 7 years	s. 814.22 (2)	Waived
Crop reports by local assessors	CR + 3 years	s. 59.52 (4)	Notify
Detachment of farm land from cities, entry of judgment	CR + 7 years	s. 62.075 (5)	Waived
Equalization board proceedings or board of review	CR + 7 years	n/a	Notify
Farmland preservation agreements: application	CR + 7 years	s. 91.13 (1)	Waived
Forest products: notice of cutting forest products	CR + 7 years	s. 26.03 (1)(a)	Waived
Forfeiture: statements regarding the collection of and the payment to county treasurer	CR + 7 years	s. 778.15	Waived
Legislative documents, copies of	Retain until superseded by published statutes	s. 35.85 (11)	Waived
Metropolitan Transit Authority annual report	CR + 7 years	s. 66.94 (40)	Waived
Oaths of office: county officers	CR + 7 years	s. 59.23 (2), 59.52 (4)	Waived
Officers: town, city and village certified to county clerk	After date of expiration of term listed	s. 59.52 (4)	Notify
Official bonds: county officers	CR + 6 years	s. 59.17 (14)(b), 59.52 (4)	Waived
Payment vouchers and disbursement made by county treasury	CR + 7 years or until audited, whichever is earlier	s. 59.69 (4)	Waived
Publications fees	CR + 7 years	s. 985.065 (2)(d)	Waived
Removals from office; testimony and proceedings	CR + 7 years	s. 17.16 (8)(c)	Notify
Resignation of public officers	CR + 7 years	s. 17.01 (5), 17.01 (7)	Waived
Resolutions: agricultural use zoning ordinance	CR + 7 years	s. 91.73 (3)	Waived
School tuition claims for nonresidents	CR + 7 years	s. 121.77 (2)(a)	Waived
Town: order establishing a new town	CR + 7 years	s. 59.23 (k)	Notify
Town: record of any alteration of boundaries or organization of town	CR + 7 years	s. 59.23 (k)	Notify
Writs of certiorari	CR + 7 years	s. 753.04	Waived

COUNTY BOARD			
County board committee proceedings	CR + 7 years	n/a	Notify
County board meeting notices	CR + 7 years	s. 59.11	Waived
County board ordinances	CR + 7 years	n/a	Notify
County board proceedings: original papers, resolutions and reports concerning	6 years after date of publication	s. 59.717 (1)	Notify
County board resolutions	CR + 7 years	s. 59.02 (1)	Notify
Statistical report of county clerk to county board	CR + 2 years	n/a	Notify
ELECTIONS			
Absentee certificate-affidavit envelopes	90 days after date of local election and 22 months after Federal election	s. 7.23	Waived
All other election materials and supplies	90 days after date of local election and 22 months after Federal election	s. 7.23 (1)(k)	Waived
Ballots, Federal	22 months after election	s. 7.23 (1)(f)	Waived
Ballots, non-Federal	30 days after election	s. 7.23 (1)(h)	Waived
Cancelled voter registration cards	4 years after cancellation	s. 7.23 (1)(c)	Waived
Certificate of election	CR + 7 years	s. 7.60 (6)	Waived
Certified lists of all candidates on file	90 days after date of local election and 22 months after Federal election	s. 7.08 (2)(a)	Waived
Detachable recording units	14 days for primary and 21 days after any other election-clear or erase after transfer to a disk or other recording medium	s. 7.23 (1)(g)	Waived
Disk or tape of election data	90 days after date of local election and 22 months after Federal election	s. 7.23 (1)(g)	Waived
Election notices (types A-E and special elections), proofs of publication and correspondence	1 year after date of local election and 22 months after Federal election, unless contested, then by court order	s. 7.23 (1)(j)	Waived
Election returns including inspector's statements, tally sheets, lists and envelopes	90 days after day of local election and 22 months after Federal election	s. 7.23 (1), 7.51 (5)	Waived
Election supplies	90 days after date of local election and 22 months after Federal election	s. 7.10 (1)(a)	Waived
Electronic ballot tallies	90 days after day of local election and 22 months after Federal election	s. 7.23 (1)(g)	Waived
Federal elections records other than registration cards	22 months after day of election	s. 7.23 (1)(f)	Waived
Financial registration statements	6 years after date of termination of registrant	s. 7.23 (1)(d)	Waived
Financial campaign reports	6 years after date of receipt	s. 7.23 (1)(d)	Waived
Nomination papers for political party committee man or woman	90 days after date of election	s. 7.23 (k)	Waived
Nomination papers--County offices, 1940 and after	90 days after election	s. 7.23 (k)	Waived
Nomination papers--County offices, before 1940	n/a	n/a	Notify
Official canvasses including statements and determinations for local elections	10 years after date of election	s. 7.23 (1)(i)	Waived
Official canvasses: votes cast for state and national offices	10 years after date of election	s. 7.23 (1)(i)	Waived

Recount fee record	CR + 7 years	s. 9.01 (1)(ag) 4	Waived
Registration and poll lists; non-partisan elections, 1940 and after	2 years after election	s. 7.23 (1)(f)	Waived
Registration and poll lists; non-partisan elections, before 1940	n/a	n/a	Notify
Registration and poll lists; partisan elections, 1940 and after	4 years after election	s. 7.23 (1)(f)	Waived
Registration and poll lists; partisan elections, before 1940	n/a	n/a	Notify
Registration and voting statistics	90 days after date of local election and 22 months after Federal election	s. 6.275 (1)	Notify
Sample ballots	22 months after federal election and 30 days after non-federal election	s. 5.66 (2)	Waived
LICENSES			
Automobile registration lists	CR + 7 years	s. 341.17 (4)(a)	Waived
Dog license fee records, reports	3 years provided the records have been audited	s. 174.08	Waived
Dog licenses and tags: related records	CR + 2 years	s. 174.07	Waived
Dog licenses: town and municipal treasurers' records of licenses sold and issued	CR + 3 years	s. 59.52 (4)	Waived
Dogs: list of, kept in assessment district	CR + 2 years	s. 174.06 (7)	Waived
Hunting, trapping, fishing licenses and other approvals	CR + 3 years	s. 29.09, 29.09 (6)	Waived
License fee records: hunting, trapping, fishing	3 years provided the records have been audited	s. 29.09 (7)(a)	Waived
Livestock: claims for damage by dogs	CR + 7 years	s. 174.11 (1)	Waived
Marriage license applications and supporting papers	CR + 10 years	s. 59.52 (4)	Waived
Marriage license docket	CR+ 7 years	s. 765.20	Waived
Marriage license receipts and records	CR + 7 years	s. 59.07 (90) (Milw. Co. only), s. 765.15	Waived
Marriage of underage persons, consent of guardian	CR + 7 years	s. 765.02 (2)	Waived
Notice of stray animals	CR + 2 years	s. 170.02	Waived
Vehicles: applications for registration of	CR + 7 years	s. 341.08 (5)	Waived
PUBLIC LANDS AND ROADS			
Airport land: acquisition of, order and maps	CR + 7 years	s. 114.33 (6)	Notify
Award of compensation pursuant to relocation orders	CR + 7 years	s. 32.05 (7)(a)	Waived
Condemnation proceedings: assessments of benefits and damages made in	CR + 7 years	s. 27.065 (2)(b)	Waived
Condemnation proceedings: publication of final determination as a class 2 notice	CR + 7 years	s. 27.065 (6)(j)	Waived
County forest lands: easements; entry and withdrawal	CR + 7 years	s. 28.11 (4)(f), 28.11 (4)(d)	Waived
County forest road aids; maps	CR + 7 years	s. 86.315 (4)(a)	Waived
County highways; acquisition of land, order and map; construction, statements and payroll	CR + 7 years	s. 83.08 (1), 83.04 (4)	Waived
County highways; finding, determination, and declaration regarding controlled access	CR + 7 years	s. 83.027 (1)	Waived
County improvement notice	CR + 7 years	s. 27.065 (9)(a)	Waived
County park commissioners: appointment of	CR + 7 years	s. 27.02 (1)	Waived
County parks and parkways: final determination of damages and benefits; notice of appeal, liens against property, plans and specifications of contractors, special	CR + 7 years	s. 27.065, (5)(6)(8)(9)(10)	Waived

District protection and rehabilitations, special assessments and changes	CR + 7 years	s. 33.32 (1)(c)	Waived
Drainage district: transfer to other jurisdiction, petition and resolution	CR + 7 years	s. 88.83 (4)	Waived
Flood works: petition for reports; notice of hearing	CR + 7 years	s. 87.04 (1), 87.07 (1)	Waived
Highway and road records, miscellaneous, before 1930	n/a	n/a	Notify
Highway jurisdiction maps	CR + 7 years	s. 86.302 (1)	Waived
Leasing of land under the U.S. flood control act of 1954	CR + 7 years	s. 24.39 (3)	Waived
Municipal power and water districts: resolutions of organization, public service commission reports, petitions, referendum results	CR + 7 years	s. 198.03, 198.04, 198.06	Waived
Notices to town assessors regarding lands sold and owned by county: copies	CR + 3 years	s. 59.52 (4)	Waived
Petitions and objections regarding establishment of public land, inland lake protection and rehabilitation district	CR + 7 years	s. 33.26 (1), 33.25 (1)	Waived
Protest of proposed zoning amendment in airport affected area	CR + 7 years	s. 59.69 (5)	Waived
Relocation orders	Retain latest revision for each project	s. 32.05 (1)(a)	Waived
Resolution redefining metro sewage district boundary	CR + 7 years	s. 66.888 (1)(d)	Waived
State trunk highways, county maps	CR + 7 years	s. 84.02 (12)	Notify
Streets and parkways: adoption of grades and alterations	CR + 7 years	s. 27.065 (3)	Waived
Town highways, petitions for immediate repair to culvert or bridge	CR + 7 years	s. 81.38 (3)	Waived
Town highways: appropriations; appeals to county board	CR + 7 years	s. 81.38 (1), 88.83 (4)	Waived
Zoning ordinance: adoption of	CR + 7 years	s. 59.61 (5)	Waived
SOCIAL SERVICES			
Aid: administration of and record of disbursements	CR + 7 years	s. 45.14 (2)	Waived
Aid: application for, hearing and review	CR + 7 years	s. 49.50 (8)(b) 1, 49.50 (9)(a)	Waived
Annual report: department of social services	CR + 7 years	s. 46.18 (10)	Waived
Audit by state Department of Health and Social Services and administrative review of general relief agency	CR + 7 years	s. 46.206 (1)(c), 46.208 (2)(m)	Waived
Audits of claim against county	CR + 7 years	s. 46.18	Waived
Bonds furnished by conservator of county hospital patient or county home resident or guardian for mentally ill patient	CR + 7 years	s. 880.295 (1)	Waived
Cemetery care funds	CR + 7 years	s. 157.11 (9g)(a) 2.	Waived
Clerk of Court for juvenile matters: appointment of	CR + 7 years	s. 48.04 (1)	Waived
Power of attorney for health care instrument	CR + 7 years	s. 155.30 (3)	Waived
Soldiers graves: record for the care of	CR + 7 years	s. 45.185 (2)	Waived
Veterans burials and record of financial assistance	CR + 7 years	s. 45.17	Waived
Veterans service commission: individual members' surety bond	CR + 7 years	s. 45.12 (2)	Waived
Wills, living	CR + 7 years	s. 154.03 (2)	Waived
TAXES			
Apportionment of county taxes: record of	CR + 7 years	s. 70.63 (1)	Waived
Court certificates drawn on county treasurer	CR + 7 years	s. 66.081	Waived
Illegal tax certificates charged back to local tax districts	3 years after charging back	s. 59.52 (4)	Waived
Local assessors: reports detailing the work of	CR+ 7 years	s. 73.06 (5)	Waived

Notice of application for tax deed: affidavits related to	CR + 7 years	s. 75.12 (3)	Waived
Notices of application for taking of tax deeds and certification of non-occupancy, proofs of service and tax certificates filed	CR + 15 years	s. 59.52 (4)	Waived
Receipts from every county officer, employee, board, commission or other body collecting or receiving money on behalf of the county	CR + 7 years or until audited, whichever is earlier	s. 59.61 (1)	Waived
Receipts issued by treasurer: copies	CR + 4 years or until audited, whichever is earlier	s. 59.25 (3), 59.52 (4)	Waived
Service of notice on owner of record of original title	CR + 7 years	s. 75.28 (2)	Waived
Tax Appeals Commission: appeals to	CR + 7 years	s. 70.64 (6)	Waived
Tax Appeals Commission: notice of hearing	CR + 7 years	s. 70.64 (4)	Waived
Tax apportionment notices sent to local taxing districts: copies	CR + 3 years	s. 59.52 (4)	Waived
Tax apportionment: notices from Secretary of State	CR + 3 years	s. 59.52 (4)	Waived
Tax deeds	CR + 7 years	s. 75.16	N/A
Tax deeds: cancellation of	CR + 7 years	s. 75.23	Waived
Tax receipts	CR + 15 years	s. 59.52 (4)	Waived
Taxes levied on taxable property: statement of	CR + 7 years	s. 69.62	Waived
Woodland tax law: copy of DNR action - request to place under law	CR + 7 years	s. 77.16 (9)	Waived
GENERAL			
Any record subject to litigation, claim, audit or other action	until permission to destroy obtained from corporation counsel	n/a	Waived
Cancelled checks	CR + 7 years	s. 59.52 (4)	Waived
Correspondence	CR + 3 years	n/a	Waived
Financial records	n/a	n/a	Notify

COUNTY TREASURER

Records Series	Retention	Authority	Notification
Accounts payable: detail listing & check register (copies)	CR + 3 years	-	Waived
Appraisals, county-owned property	CR + 7 years	-	Waived
Assessments: certified special assessment roll	destroy after assessment collected or 7 years, whichever is longer	-	Waived
Assessments, real property	CR + 7 years	-	Notify
Assessments: statement of new special assessments	Cr + 5 years	-	Waived
Assessments: special assessment payment register	destroy after all assessments collected or 7 yrs., whichever is longer	-	Waived
Audit letters	CR + 3 years	-	Waived
Balancing reports	CR + 3 years	-	Waived
Bank credit/debit notices	1 year after audit	-	Waived
Bank reconciliation	3 years after audit	-	Waived
Bank statements	CR +7 years	-	Waived
Bankruptcies	CR + 7 years until superseded	-	Waived
Cash books, daily	FIS + 3 years provided audit is complete	-	Waived
Cash drawer reconciliation	1 year after audit	-	Waived
Check register	CR + 7 years	-	Waived
Checks, cancelled	CR + 7 years	S. 59.52(4)	Waived
Checks, outstanding	CR + 7 years	-	Waived
Correspondence, general	CR + 3 years	-	Waived
Deposit tickets and books	1 year after audit	-	Waived
Discontinued tax key numbers	Permanent	-	N/A
Journal entries, resolutions, cash receipts, treasurer's cash	CR + 3 years	-	Waived
Lottery cards, signed	4 yrs. including credit year	Administrative Code Chap. 20.15 (5)	Waived
Probate fees report	7 years	-	Waived
Receipts: general & settlement	CR + 7 years	s. 59.52(4)	Waived
Sale assessments	CR + 7 years	-	Waived
Suit tax, monthly	CR + 7 years	-	Waived
Tax deeds, foreclosure	CR + 15 years	s. 75.19 75.195	Waived
Tax receipts	CR + 15 years	s. 59.52(4)	Waived
Tax rolls, municipal	CR + 15 years	s. 59.52(4)	Notify
Tax sales records, including sale of tax deeded lands	CR + 7 years	s. 75.35	Notify for records prior to 1940. Waived for 1940 records and after.
Wires, bank	7 years	-	Waived

COUNTY TREASURER

Record Series	Retention & Authority	Notification
Annexation of territory by a city or village: related records	s. 66.021 (8)(a)(e), 66.023 (10)	not applicable
Annulment, divorce or legal separation judgement which affects title to real estate or liability for payment of support or maintenance	s. 767.255, 767.40 (2)	not applicable
Appointment of any guardian or conservator appointed in any other state, district, territory or country together with a duly authenticated copy of the appointment of the special guardian of such minor or incompetent person	s. 786.25 (3)	not applicable
Armed forces: registration of all county persons who died in the services of the U.S. armed forces	s. 45.35 (a)	not applicable
Articles of incorporation and amendments for mutual associations	s. 215.71 (3)	not applicable
Articles of incorporation for capital stock associations and amendments	s. 215.61 (3)	not applicable
Articles of incorporation for banking corporation and amendments	s. 221.03 (3)	not applicable
Articles of incorporation; charter or patent of incorporation; certificate of organization or association of any corporation or joint stock company; articles of association or organization of any corporation; certificate or resolution for the purpose of amendment; every amendment in any form of the charter, patent, certificate or articles of association or organization or of the name, corporate powers or purposes of any corporation	s. 891.20	not applicable
Assessors' plats and amendments	s. 70.27 (2)(8)	not applicable
Authorization to execute conveyances on behalf of a private corporation	s. 706.03 (3)	not applicable
Bulkhead line, establishment of or reestablishment of an existing bulkhead line along shore of navigable waters: map, description and ordinance	s. 30.11 (3)	not applicable
Business partnership agreements, amendments, articles of dissolution	s. 178.39	not applicable
Cemetery association (non-profit) certification resolutions and copy of proceedings	s. 157.062 (9)	not applicable
Cemetery plat or map, records: order authorizing the vacating or replatting of the lands, record of a cataloged burial site	s. 157.07 (1). 157.07 (5), 157.70 (2)(i)	not applicable
Census schedules	None	not applicable
Certificate of authorization to exercise fiduciary powers	s. 221.04 (6)	not applicable
Certificate of conversion from a mutual association to a stock association or from a mutual savings and loan holding company to a stock savings and loan holding company.	s. 215.58 (3)	not applicable
Certificate reorganizing a mutual association as a mutual savings and loan holding company	s. 215.59 (1)(g)	not applicable
Certificates of conversion from a mutual savings bank to a stock savings bank	s. 214.685 (5)	not applicable
Certified survey map and corrections of	s. 236.34 (1), 236.295 (1)	not applicable
Chattel mortgages	None	not applicable
City condemnation and acquisition of property by cities, including report and plan of improvement, common council resolutions related to property	s. 32.55 (3), 32.56 (2), 32.57 (7)(b)	not applicable
City: certificate showing that a city has established an official map	s. 62.23 (6)(b)	not applicable
Condominium instruments: declaration, plats, and plans of a condominium and attached exhibits or schedules	s. 703.07 (1)	not applicable
Contracts: credit sale of alcoholic dispensing equipment, share croppers	s. 125 (33)(2)(e), 241.03 (1)	not applicable
Conveyance and instrument affecting title to land in this state and index	s. 706.05 (1), 706.05 (7)	not applicable
Cooperatives: incorporation articles; contract between cooperative association and members terminations; weekly listing of all documents concerning cooperatives filed and recorded by secretary of state	s. 185.05 (3), 185.42 (1), 185.42 (2)(5), 185.82 (3)	not applicable
Corporate name: record of those using name, amendments, discontinuance	s. 134.17 (1)	not applicable

Corporations (miscellaneous non-profit): fraternal societies, VFW posts and affiliates	s. 188.06, 188.11 (1)	not applicable
Corporations (non-stock): articles of incorporation; articles of merger or consolidation; weekly listing of all non-stock corporation documents filed and recorded by the secretary of state	s. 181.32 (1), 181.45 (2), 181.67 (3)(a)	not applicable
Corporations (religious): certificate of establishment; certificate of consolidation; incorporation articles and amendments; dissolution of corporation	s. 187.01 (2), 187.14 (4)(c), 187.16 (1)187.16 (1), 187.19 (10)	not applicable
Corporations: resolution dissolving domestic corporation	s. 182.025 (2)	not applicable
Credit Unions: incorporation articles and amendments; certificate to Credit Union commissioner stating incorporation articles have been filed; commissioner of Credit Union's order or certificate canceling a Credit Union's charter	s. 186.35 (1), 186.02 (3)(a), 186.38 (2), 186.315	not applicable
Daily report regarding system of tract indices or system of chain of title indices as required by county board of supervisors resolution	s. 59.43 (12m)(c)	not applicable
Declaration of trust for domestic and alien corporations and amendments	s. 226.14 (1)	not applicable
Deed: certificate of cancelled deed	s. 75.23	not applicable
Descent of property, judgement to determine	s. 867.05 (4)	not applicable
Discharge certificate from U.S. armed forces	s. 45.21	not applicable
Drainage district, orders of organization, assessment for costs on drainage lands, order laying out drain	s. 88.34 (9), 88.40, 88.94 (5)	not applicable
Estate transfer by will, intestacy or appointment, disclaimer of	s. 853.40 (5)(e)	not applicable
Estates: Order settling small estates including those subject to claims of creditors	s. 867.01 (3)(h), 867.02 (2)(h)	not applicable
Estates: statement terminating joint tenancy of life estate	s. 867.04, 865.20 (2)	not applicable
Execution and sale of real estate, certificate of	s. 815.38 (1), 59.43 (11)	not applicable
Exploration mining lease; and cancellation of	s. 107.20 (1), 107.25 (2)	not applicable
Farmland preservation agreement and relinquishment	s. 91.13 (9), 91.19(5)	not applicable
Farms or country estates, registration of names	s. 59.76(1)	not applicable
Federal tax liens and certificates and notices affecting the liens and indexes	s. 779.97 (2)(b)	not applicable
Forest croplands, order of entry, transfer, withdrawal	s. 77.02 (3), 77.10 (2)(a) 2	not applicable
Forest land (managed): Orders regarding	s. 77.82 (8), 77.91 (5)	not applicable
Forest lands (county): order of entry, withdrawals	s. 28.11(4)(d)(11)(a)	not applicable
Grantor/grantee index -- index to real property records	s. 59.43(9)	not applicable
Highway (controlled access): finding, determination and declaration designating a highway or controlled-access highway; notice of any vacation of a controlled-access highway	s. 53.027 (1), 84.25, 83.027 (13), 84.25 (13)	not applicable
Highway assessments and apportionment on lands for county parks and parkways	s. 27.065 (13)(c)	not applicable
Highway or street maps: map of proposed street or highway for purpose of widening, notice and map for right-of-way, alterations, etc.	s. 80.64, 84.295 (10)(a)	not applicable
Highway register: county	s. 83.01 (7)(g)	not applicable
Ice age trail areas: articles of dedication, amendments, revisions, withdrawal of articles	s. 23.293 (15) (f), 23.293 (15) (17)(e)	not applicable
Index for ancillary documents of a county with a population of 500,000 or more who has copied a document by microphotography, microfilm or optical imaging	s. 228.05	not applicable
Index of records or files kept in the register's office	s. 59.43(10)	not applicable
Industrial development agencies: articles of incorporation	s. 59.57(2)(e)(2)	not applicable
Inland lake protection and rehabilitation district, document authorizing creation of	s. 33.265	not applicable
Interest in property, statement or certificate confirming	s. 865.201 (2), 867.046 (1)(m)	not applicable
Judgment of declaration of interests in real property	s. 841.10 (1)	not applicable
Land patents, U.S.	None	not applicable
Levy or writ of execution on real property	s. 815.195	not applicable

Lien for threshing, husking, baling	s. 779.50 (3)	not applicable
Lien judgement	s. 75.521 (14)	not applicable
Lien or mortgage, discharge order	s. 847.09	not applicable
Lien: certificate of redemption of judgment lien on loan	s. 851.64	not applicable
Liquidated insurer, documents relating to property of	s. 645.46 (17)	not applicable
Lis pendens	s. 840.10 (1), 59.43(11)	not applicable
Marital property agreements and related statements	s. 766	not applicable
Metro sewage district boundary: resolution to redefine	s. 66.888 (1)(c)4b, 66.888 (1)(d)3	not applicable
Mineral interests: statement of claim	s. 706.057 (4)	not applicable
Mineral rights register consisting of conveyances of mineral interests	s. 706.055	not applicable
Monuments: survey conducted to erect monuments	s. 60.84 (4)	not applicable
Mortgage liens upon public utilities and satisfaction of mortgage lien	s. 66.066 (2)(b)	not applicable
Mortgage: certificate of discharge after foreclosure	s. 846.13	not applicable
[Mortgage] title: evidence of right of creditor to acquire	s. 815.53 (4)	not applicable
Name change: certified copy of order and indexes	s. 786.36	not applicable
Natural areas heritage program: articles of dedication, amendments, withdrawals	s. 23.29(16)(18)(f), 23.29 (20)(e)	not applicable
Oaths of office	s. 19.01 (4) (d)	not applicable
Plat maps and corrections of	s. 236.02 (10), 236.295 (1)	not applicable
Plat maps: notification to authorities to approve or permitted to object to the final plat that has been recorded	s. 236.26	not applicable
Plat maps: resolution of municipality to waive its right to approve plats and resolution to rescind waiver	s. 236.10 (5)	not applicable
Power of attorney	s. 813.23 (1)(b)	not applicable
Probate judgment assigning an interest in real property upon closure of estate	s. 863.29 (1)	not applicable
Proof of age (duplicate or certified copy)	s. 889.28	not applicable
Public land: notice of pending application to lay out, widen, or vacate a public place	s. 840.11 (1)840.11 (1)	not applicable
Public lands: abstract and records of all proceedings relating to the laying out, widening, extending or vacating any street, alley, water channel, park, highway or other public place by any court, county board, common council, village board or town board.	s. 59.71	not applicable
Public lands: annulment of certificates and patents	s. 24.35	not applicable
Rail property: release of first right to acquire by DOT	s. 85.09 (5) (b)	not applicable
Railroads: map showing proposed route	s. 190.10 (1)	not applicable
Railroads: surveyed map and certificate of the alteration or change of routes	s. 191.20	not applicable
Real estate liens: payment affidavit for prior liens	s. 779.98 (3)	not applicable
Real estate owners subject to building codes	s. 62.17 (1)	not applicable
Real estate transfers	s. 77.29	not applicable
Real estate: order confirming the sale of real estate of wards or incompetents	s. 786.07	not applicable
Real property: affidavit of publication of a sale	s. 985.12 (3)	not applicable
Release of power of appointment over legal or equitable interests in real or personal property	s. 702.09 (3)(d)	not applicable
Rental units: certificates, waivers, stipulations relating to	s. 101.122 (6)	not applicable
Retrocession of jurisdiction, documents concerning	s. 1.031	not applicable
Savings bank: articles of incorporation of a savings bank and amendments	s. 214.25 (5)	not applicable
School district: resolution by two or more school districts to establish an alternative method of governing assets and liabilities	s. 66.03 (2c)(b)	not applicable
Security interest in personal property or goods or in crops growing or to be grown: financing statement or other document evidencing the creation of the security interest	s. 409.401 (1)(a), 409.402 (1)(b), 409.402 (9), 59.43 (1)(n)	not applicable

Security interest upon certificate of title of motor vehicles and boats, memoranda regarding	s. 30.572 (4)(5), 342.20 (3)	not applicable
Security interests: financing statements, amendments, termination statements, continuation statements, statements of assignment and statements of release	s. 409.404 (1)(a), 409.405 (2), 409.410 (1)	not applicable
Sewer and transportation facilities, record of damage awards by condemnor	s. 32.05(7)(c)	not applicable
Share croppers' contracts	s. 241.03 (1)	not applicable
Solar access rights: notice granting permit, notice terminating rights, waiver of rights by permit holder	s. 66.032 (6)(b), 66.032 (9)(c), 66.032 (10)	not applicable
Solid waste disposal facility or a hazardous waste facility: notation of the existence of	s. 144.44 (4)(b), 59.43(1)(q)	not applicable
Surety company bond	s. 344.36 (2)	not applicable
Surplus state-owned real property, agreement of transfer	s. 16.375 (4)	not applicable
Surveyor's records, field notes		not applicable
Time-share instrument and amendments; termination agreement	s. 707.21 (3), 707.24 (2)(b)	not applicable
Town boundary or name change: order or ordinance	s. 59.17 (12); 59.23(2)(k)	not applicable
Town mutual corporate documents	s. 612.81 , 59.43(12)(b)	not applicable
Town sanitary districts: order of establishment referendum and resolutions to consolidate districts	s. 60.71 (7), 60.785 (2)(a)	not applicable
Towns: record of non-compliance with zoning ordinance	s. 60.61 (5)b	not applicable
Tract index	s. 59.43(12m)(a)	not applicable
Trademarks, labels, badges, statement or description of	s. 132.04	not applicable
Trusts: disclaimer of real property or an interest in real property	s. 701.27 (5)(e)	not applicable
Trusts: letters of trust for a foreign trustee [named in a will]	s. 701.16 (1)(d)	not applicable
Village: petition for dissolution of a village and election results on question of	s. 61.187 (2)	not applicable
Village records: Papers, documents and orders relating to the organization and incorporation or the alteration of the boundaries of any village	s. 891.10	not applicable
Vital records: certificate of birth, death, divorce or annulment, marriage documents & related data plus indexes	s. 69.01(15)(a), 59.43(1)(h)	not applicable
Woodland tax lands: entry, declassification of; tax law classification	s. 77.16 (3)(7)(9)	not applicable
Writ of attachment and related records; discharge or attached real estate; certificate of judgement or satisfaction on money or property held by writ of attachment	s. 59.43(11), 811.11, 811.17, 811.22	not applicable

REGISTER OF DEEDS

Records Series	Retention & Authority	Notification
Accounts payable	CR +7 years	Waived
Accounts receivable	CR + 7 years	Waived
Accounts receivable, paid	CR + 2 years	Waived
Airport protection plans, specifications, and amendments	CR + 7 years s. 114.135	Waived
Any records subject to litigation, claim, audit or other action	Until permission to destroy obtained from Corporation Counsel	Waived
Applications for certified copies	CR + 2 years	Waived
As-built tracings	Life of project	Waived
Bills of sale	CR + 6 years	Waived
Blueprints	Until superseded by as-built tracings	Notify
Breeding service: claim and payment for	CR + 7 years s. 779.49 (1)	Waived
Cancelled checks	CR + 7 years s. 59.54(16)	Waived
Cash register tapes	CR + 2 years	Waived
Certificates of old age assistance and indexes	CR +7 years	Notify
City record of officers and employees' surety bonds	CR + 7 years s. 66.145	Waived
City/Village: Reorganization of city as village, election returns on question of	CR + 7 years s. 66.019 (6)	Waived
City/village: lease of space by	CR + 7 years s. 66.048 (3)(c)	Waived
Correspondence	CR + 3 years	Waived
Equipment & furnishings inventories	Until superseded	Waived
General information	CR + 7 years	Notify
Guardian, petition for appointment of	CR + 7 years s. 880.215	Waived
Indigent defendants: certificate of legal fees paid by county or state	CR + 7 years s. 757.66	Waived
Insurance policies, claims made	7 years after expiration s. 59.52(10)	Waived
Insurance policies, occupance	CR + 7 years s. 59.52(10)	Waived
Liquidated insurers' records	7 years after close of liquidation proceedings s. 645	Waived
Municipal redevelopment plan and revisions	CR + 7 years s. 66.431 (9)(a)1, 66.431 (11)(b)	Notify

Notice of removal of human corpse	2 months from date of death; Dept. H&SS directive	Waived
Notification of failure to pay taxes and notification of balances due (veterans)	CR + 7 years s. 45.53	Waived
Order to suspend proceedings for collection of property taxes of property owned by veterans	CR + 7 years s. 45.53 (6)	Waived
Purchase orders	CR + 7 years	Waived
Raze order	CR + 7 years s. 66.05 (1)(d)	Waived
Receipt journals	CR + 7 years	Waived
Receipts	CR + 7 years	Waived
Report for final disposition of corpse	2 years from date of death; Dept. H&SS directive	Waived
Treasurers receipts	CR + 2 years	Waived
UCC filings (Fixture)409.403 (6)409.402 (5)	EVT = satisfaction of mortgage s. 409.403 (6), s. 409.402 (5)	Waived
UCC filings (Non-fixture)	CR + 5 years s. 409.403 (3)	Waived
UCC - 11, search copies	CR + 2 years	Waived
Vital record, request for copy of	FIS + 1 year	Waived
Vouchers order/register	CR + 7 years	Waived
Wills, foreign: certificate of assignment	CR + 7 years s. 868.05 (2)	Waived
Wills, notice that proceedings have been taken to contest the will	CR + 7 years s. 868.01 (3)	Waived