

## Chapter 82

### RECORDS, PUBLIC

§ 82-1. Financial records.

§ 82-2. Utility records.

§ 82-3. Other records.

§ 82-4. Notice required.

§ 82-5. Construal of provisions.

**[HISTORY: Adopted by the Village Board of the Village of Fall Creek 10-4-1960 as Ch. 14, Sec. 14.05 of the 1960 Code. Amendments noted where applicable.]**

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#### § 82-1. Financial records<sup>1</sup>

Village officers are empowered to destroy the following nonutility records under their jurisdiction after the completion of an audit by an auditor licensed under W.S.A. ss. 442.01 through 442.14 but not less than seven years after payment or receipt of the sum involved in the applicable transaction:

- A. Bank statements, deposit books, slips and stubs.
- B. Bonds and coupons after maturity.
- C. Canceled checks, duplicates and check stubs.
- D. License and permit applications, stubs and duplicates.
- E. Payrolls and other time and employment records of personnel included under the Wisconsin Retirement Fund.
- F. Receipt forms.
- G. Special assessment records.
- H. Vouchers, requisitions, purchase orders and all other supporting documents pertaining thereto.

#### § 82-2. Utility records.

Village officers are empowered to destroy the following records of municipal utilities, subject to regulation by the State Public Service Commission and after an audit as provided above, but not less than two years after payment or receipt of the sum involved in the applicable transaction:

- A. Water and sewer stubs and receipts of current billings.
- B. Customers' ledgers.

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<sup>1</sup> Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. I).

- C. Vouchers and supporting documents pertaining to charges not included in plant accounts.
- D. Other utility records after seven years, with the written approval of the State Public Service Commission.

**§ 82-3. Other records.**

Village officers are empowered to destroy the following records, but not less than seven years after the record was effective:

- A. Assessment rolls and related records, including Board of Review minutes.
- B. Contracts and papers relating thereto.
- C. Correspondence and communications.
- D. Financial reports other than annual financial reports.
- E. Insurance policies.
- F. Justice dockets.
- G. Oaths of office.
- H. Reports of boards, commissions, committees and officials duplicated in the official Village Board minutes.
- I. Resolutions and petitions.
- J. Voter record cards.

**§ 82-4. Notice required.**

Prior to the destruction of any public record described above, at least 60 days' notice shall be given to the State Historical Society.

**§ 82-5. Construal of provisions.**

This chapter shall not be construed to authorize the destruction of any public record after a period less than prescribed by statute or state administrative regulations.