

RECORDS RETENTION

Date Approved: January 19, 2004

Resolution: 46-03

Date Revised and Approved: September 15, 2020

Resolution 17 - 20

SECTION 1.0 RECORDS RETENTION

Statement of Application: The policy, statements, schedules, and retention and destruction guidelines contained herein are the sole and final policy and retention schedule applicable to the Retention and Destruction of Documents for Lafayette County (the “County” and “Lafayette County”), and all its affiliated agencies, entities, and operational units. Separate schedules for entities, including, but not limited to those applicable to healthcare, emergency, and other medical providers operated by and/or affiliated with the County may be attached or cited separately within this policy as required by applicable laws, regulations, guidelines and requirements applicable to the retention, confidentiality, and/or destruction of personal, patient, and/or otherwise protected medical information. Lafayette County and all its affiliated agencies, entities, and operational units reserve the right to amend their internal policies pending the passage of any updates, revisions, or subsequent versions of this ordinance, as necessary to comply with all applicable laws, including the laws of the State of Wisconsin, U.S. Federal Laws, and any applicable rules or regulations otherwise applicable to the County. Changes made to this WPRB based form document by Lafayette County are not “material” as this policy schedule does not vary from the approved Record Retention /Disposition Schedule.

1.1 Purpose

The primary aims of the Records Retention/Disposition Schedule based on the Wisconsin Counties Association Records Retention Task Force sample policy framework and as hereby revised and adopted by Lafayette County (the “County”) are:

- A. To provide clear guidance regarding how long to keep and retain records and what to do with records retained once the required time for retention has expired;
- B. To eliminate the need for individual counties, including Lafayette County, to develop, and obtain WPRB approval of, their own records retention/disposition schedules;
- C. To facilitate uniformity, as to records retention and disposition, across Wisconsin’s seventy-two counties and pursuant to the laws of the State of Wisconsin and as required by United States Federal laws and applicable regulations; and

- D. To promote the effective and resource-efficient retention and disposition of records within Lafayette County and by all associated agencies and County entities.

1.2 Ordinance Authorization

Executive Committee, Approved on August 4, 2020. County Board, First Reading on August 18, 2020, Second Reading September 15, 2020, adopted by Resolution 17-20 on September 15, 2020.

1.3 Historical Records

- A. Notification to Wisconsin Historical Society under §19.21(4)(a) Wis. Stats. Must notify the WHS sixty (60) days prior to the destruction of any record.
- B. Before a public record is destroyed, the County department having the record shall make a written offer to the State Historical Society of the record unless the particular record is listed under this article as being waived as to notice to the State Historical Society. If the offer is accepted by the State Historical Society within 60 days of the written offer, the County department shall then transfer the record to the State Historical Society. If the record is not accepted by the State Historical Society within 60 days after a written offer is made, the County department having the record may destroy the record as long as the minimum retention period has expired and the County Department has not been notified that the record is subject to pending or threatened litigation or a public records request. For records which are listed as being waived in this article as to notice to the State Historical Society, such records can be destroyed after the expiration date of the minimum retention period as long as the record is not the subject of pending or threatened litigation or a public records request. Records which are marked "Waived" in the Schedule need not be offered to the State Historical Society. Records which are marked "Notify" in the waiver column must be offered to the State Historical Society.

1.4 Administration

- A. **Custodian:** Person empowered by statute (§19.33 Wis. Stats.) with the care and custody of public records, and tasked with the responsibility of compliance with Wisconsin's Public Records Law (§§19.31 – 19.39 Wis. Stats.) Unless otherwise designated in the schedule, the custodian is, as a rule, the: 1) department head or their permitted designee; 2) an elected official or their permitted designee; and 3) for the county board and for any committees, commissions, boards or authorities created by ordinance or resolution of the county board, the county clerk.
- B. **Retention:** Counties should pay close heed to and scrupulously follow the minimum retention period. Seven (7) years is the default retention period. (§19.21(5)(c) Wis. Stats.) "Public records" and "record" have the meaning

specified in §§16.61(2)(b) and 19.62(6) Wis. Stats. respectively. As important are what “public records” or “record” does not include (i.e., non-records). Destroy non-records when no longer needed or useful. Don’t be a records hoarder.

- C. **Confidentiality:** Records may contain non-public confidential information. A custodian has an obligation to protect the confidentiality of such information. Records may contain personally identifiable information (§19.62(5) Wis. Stats.). A custodian may have duties and responsibilities relating to protecting personal privacy. Decisions regarding confidential information or personally identifiable information should be made in consultation with legal counsel.
- D. **Disposition:**
 - 1. Dispose of (destroy or transfer) records when the minimum retention period expires.
 - 2. Records retained beyond the minimum retention period are susceptible to disclosure and discovery in the context of audits, litigation, and/or public records request
 - 3. Before destruction:
 - a. Sixty (60) days prior written notice of destruction must be given to the Wisconsin Historical Society (WHS) pursuant to §19.21(5)(d) Wis. Stats. This does not apply to any record listed in the schedule and designated “waived”.
 - b. Determine if litigation/audit/public records request is pending. If so, place “hold” on records (i.e., cease all disposition activity) until:
 - 1) after the public record request is granted or 60 days (if the requester is incarcerated, then 90 days) after request is denied (§19.35(5) Wis. Stats.) or
 - 2) until any litigation action, audit, or appeal are concluded and the retention period for the record has expired.
- E. **Periodic review and update** (if required) of the records retention / disposition schedule guidelines is necessary.
- F. **Discontinuance / Withdrawal**
 - 1. Notification of the WPRB.
 - 2. Develop and obtain the WPRB’s approval of independent/separate records retention schedule / disposition guideline concurrent with discontinuance.

1.5 Clerk of Circuit Court and Register in Probate

The Clerk of Circuit Court and the Register in Probate can destroy public records prior to the expiration of the required retention period if the record has been suitably microfilmed in accordance with Supreme Court Rules Chapter 72 and the record concerns a matter in which more than two years have passed after entry of final order in the action for which the record is maintained or two years after filing for records not specifically related to Court actions. Any record of the Clerk of Circuit Court or Register in Probate that has been electronically or optically copied, stored, and preserved in accordance with Supreme Court Rules Chapter 72 may be destroyed one year after entry of a final order in the action for which the record is maintained or one year after filing for records not specifically related to Court actions. Prior to destruction of the

record being microfilmed or copied electronically or optically, the Clerk of Circuit Court's office or the Register in Probate's office shall offer the record to the State Historical Society if the State Historical Society has not issued a blanket waiver for the record or the record has not previously been approved by the State Historical Society for destruction or if there is not a statute, administrative regulation or Public Records and Forms Board Rule which exempts the record from being offered to the State Historical Society.

1.6 Register of Deeds

The Register of Deeds for Lafayette County is authorized to photograph, microfilm or record on optical disks or in electronic format records of deeds, mortgages or other instruments relating to real property. The Register of Deeds is also authorized to record on optical disks or in electronic format instruments relating to security interests. The Register of Deeds is further authorized to microfilm or record on optical disks or in electronic format notices of lis pendens that are at least one year old.

- A. The Register of Deeds shall keep a photograph, microfilm, optical disk, or electronic copy of the record and in conveniently accessible files in the office of the Lafayette County Register of Deeds and shall provide for examination of such reproduction or copy in easily readable form upon request. The Register of Deeds may make certified copies reproduced from an authorized copy described above.
- B. Any record which the Register of Deeds photographs, microfilms, or records on optical disk or in electronic format must meet all of the standards required for such records contained in Wisconsin Statutes and administrative regulations.

1.7 Electronic Records / Electronically Stored Medium

- A. Remember that it's the content not the format or medium in determining whether it is a public record.
- B. The format/medium does matter with respect to retention and disposition.
- C. Transfer of record to optical disk or electronic storage (§16.61(7) Wis. Stats.).
 1. Destruction of original may be authorized.
 2. Record generated from optical imaging or electronic formatting of an original record is considered an original record
 3. Once the record has been reproduced onto optical disks or electronic storage, the original record may be destroyed provided the standards in § 16.61, Wis. Stats., and Department of Administration Rule 12, Electronic Record Management Standards and Requirements, are met.
- D. §16.612 Wis. Stats. requires (among other things) the Wis. DOA to prescribe, by rule, standards for the storage of public records in electronic format. Ch. Adm. 12 Wis. Adm. Code, effective 05-01-2001, establishes defined requirements, standards and guidelines for electronic records management. These requirements, standards and guidelines should be followed.

1.8 Disaster Preparedness and Recovery

- A. A systematic approach to records management (i.e., retention and disposition) is an important part of a comprehensive disaster recovery plan.
- B. If a disaster occurs, records have to be recovered and restored.

1.9 Effect of Changes to State Regulations

If the retention period for any of the above records is subsequently changed by passage of a statute, a Wisconsin Administrative Code provision, or Public Records and Forms Board Rule after the passage of this article, the new retention period contained in the statute, Wisconsin Administrative Code provision or Public Records and Forms Board Rule shall apply and automatically become a part of this article and shall supersede the retention period contained in this article for said record. In addition, if a statute or administrative regulation is enacted after the passage of this article which adds a retention period for a record not listed above or contradicts the standards or any other provision of this article, such new statutory provision or administrative regulation shall automatically become part of this article and is adopted without further action by Lafayette County.

1.10 Retention Schedule

County Retention Schedule is attached hereto by separate schedule spreadsheet affixed at rear.

1.11 Addendums

- A. Addendum A – Notification of Adoption
- B. Addendum B – County Clerk General Schedule and Notification of Adoption
- C. Addendum C – County Treasurer General Schedule and Notification of Adoption
- D. Addendum D – Retention and Disposal of Court Records
- E. Addendum E – Register of Deeds General Schedule and Notification of Adoption
- F. Addendum F – District Attorney

1.12 Additional Department Specific Policies

The below referenced departments, agencies, and/or specific alternative retention policies or documents apply as specified therein, to such agencies, departments, or pursuant to specific documents types therein referenced as required by applicable laws and therefore specified in the documents below.

- A. Retention of Medical Staff Documents – MHLC
- B. Retention of Protected Health Care Information – MHLC
- C. Destruction and Disposal of PHI – MHLC
- D. Policy for Retention and Destruction of PHI – MHLC

COUNTY RECORDS RETENTION/DISPOSITION SCHEDULE

RETENTION SCHEDULE

1. General Schedules
2. Airport
3. Buildings, Facilities, and Grounds
4. Child Support
5. Corporation Counsel
6. Data Processing
7. Economic Support and Workforce Development
8. Emergency Management (Ch. 232, Wis. Stats.)
9. Emergency Medical Services (Ch. 256, Wis. Stats.)
10. Executive/Administrator/Administrative Coordinator
11. Finance
12. Health Department
13. Highway
14. Human Services
15. Medical Examiner
16. Park & Land Use
17. Personnel
18. Public Works
19. Sheriff
20. Surveyor
21. University Extension
22. Veterans Service
23. Addenda
 - A. Notification of Adoption
 - B. County Clerk
 - C. Treasurer
 - D. Court Records
 - E. Register of Deeds
 - F. District Attorney

LEGEND

The following terms and abbreviations are used in the records retention schedule:

- AT:** After termination
- C:** Confidential
- CR:** Creation or receipt (typically the retention is calculated from the creation or receipt of a record, plus the designated number of years)
- EVT:** Event (typically the retention is calculated from an event, such as the close of a case or end of the project, plus the designated number of years)
- FIS:** Fiscal (meaning the current fiscal year and the designated number of years)
- N:** Notify WHS before destruction
- N/A:** Not applicable
- P:** Permanent
- PII:** Personally Identifiable Information (has the meaning specified in §19.62(5) Wis. Stats.)
- S:** Until superseded
- W:** Waived Notification
- WHS:** Wisconsin Historical Society-Notification under §19.21(4)(a) Wis. Stats. Must notify the WHS sixty (60) days prior to the destruction of any record.
- WPRB:** Wisconsin Public Records Board

COUNTY RECORDS RETENTION/DISPOSITION SCHEDULE

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

Record Series No.	Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (§19.33 Wis. Stats.)	Notes
I.	General Schedules (records 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 debtor.
	Accrued Paid Leave Credit	S		Waived		Compensatory time, PTO, sick, vacation or other.
	Agendas	CR + 1 year		Waived		
	Agreements	7 years after last effective date thereof	§59.52(4)(a)10 Wis. Stats.	Waived		
	Annual Reports	CR + 3 years		Notify		
	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 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)	CR + 3 years		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 Made (general liability and property damage)	EVT + 3 years: EVT = Closure		Waived		
	Claims Paid (general liability and property damage)	EVT + 3 years; EVT = Payment	§59.52(4)(a)9 Wis. Stats.	Waived		Includes papers supporting such claims
	Code of Ethics (county)	S		Waived		

Record Series No.	Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (§19.33 Wis. Stats.)	Notes
	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		
	Fixed Assets	EVT + 1 year; EVT = Disposition		Waived		Land, land improvements, buildings, machinery and equipment, and construction in progress.
	Fund Transfers	FIS + 4 years		Waived		
	Grant Information (application, denial, award, agreement, financial reports, and supporting documentation)	EVT + 4 years; EVT = Notification of Denial or Grant Completion		Waived		Unless otherwise specified in the terms and conditions of the award.
	Indexes	S		Waived		Until superseded or as long as the records they index exist.
	Insurance Policies (to which the county is a party)	7 years after last effective date thereof	§59.52(4)(a)10 Wis. Stats.	Waived		Consider permanent retention, as may be relevant for current claims
	Inventories (equipment and furnishings)	S		Waived		
	Invitations to Bid/Requests for Proposal	7 years after completion of the work	§59.52(4)(a)10 Wis. Stats.	Waived		Includes instructions, specifications, proof of advertisement, successful bids/proposals, agreements, contracts, and any related records
	Journal Entries/General Ledger	FIS + 4 years		Notify		
	Leases	7 years after last effective date thereof	§59.52(4)(a)10 Wis. Stats.	Waived		
	Ledger Card Reports, EOM (BAS)	S		Waived		
	Ledger Card Reports, EOY (BAS)	S		Waived		
	Legal Opinions	Permanent		Waived		
	Mailing Lists	S		Waived		
	Maintenance Service Request Form	EVT: EVT = Project Completion		Waived		
	Manual Warrants	CR + 1 year		Waived		
	Manuals (equipment)	Life of Asset		Waived		
	Master Project Files	CR + 20 years		Waived		
	Material Safety Data Sheets	EVT + 30 years: EVT = Date substance received	§101.583(1)(a) Wis. Stats.	Waived		Toxic substance information requirements
	Minutes (commissions, committees and boards)	CR + 3 years		Notify		Original minutes only
	Ordinances and Resolutions (enacted/adopted)	S		Notify		
	Organizational Charts	S		Waived		
	Payment Vouchers	FIS + 4 years		Waived		

Record Series No.	Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (§19.33 Wis. Stats.)	Notes
	Payroll Records	CR + 3 years		Waived		FLSA
	Personnel (expenses)	S		Waived		
	Personnel (files)	EVT + 7 years: EVT = Separation from employment		Waived		C, PII
	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		C, PII
	Personnel (recruitment and selection)	1 year from date of personnel action		Waived		Includes advertisements, notices, applications, tests/results. C, PII
	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 + 3 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 "sunset" after 10 years
	Reference Materials (books, magazines, pamphlets, brochures, newsletters, etc.)	S		Waived		Retain as long as administratively useful
	Reports (routine)	S		Waived		
	Service Receipts	CR + 2 years		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 + 121 Days	§893.80 Wis. Stats.	Waived		
	Survey	CR + 3 years		Waived		
	Telephone Logs/Message Slips/Voice Mail	S		Waived		Any routine documentation of incoming or outgoing calls. Only retain as long as administratively necessary.
	Telephone Service Request Form	EVT: EVT = Project Completion		Waived		
	Tickler Files (follow-up)	S		Waived		
	Tracking Records (activity)	CR + 1 year		Waived		

Record Series No.	Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (§19.33 Wis. Stats.)	Notes
	Training	S		Waived		Specific requirements may require that particular records of training be kept for a longer period.
	Vendor Information	S		Waived		
	Vouchers / Order Register	*CR + 7 years		Waived		
	Warranty Records	Life of asset or end of warranty, whichever occurs first		Waived		
	Worker's Compensation Claims	EVT + 12 years: EVT = Later of injury, claim or closure	Ch. 102 Wis. Stats.	Waived		
* Time reduced to two (2) years if the original records are maintained in the Clerk or Treasurer's office.						

2.	Airport					
	Aircraft - Wildlife Incidents	CR + 1 year		Waived		
	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.	Waived		
	Operating and Financial Reports/Summaries	CR + 7 years		Waived		FAA, Wis. Dot BOA, &/or NTSB

3.	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		Waived		
	Construction Project Planning, Proposal, & Administration Records	7 years after project completion		Waived		
	Construction Submittals (e.g., Shop Drawings, Samples, & Product Data)	P		N/A		
	Environmental Health & Safety Records	CR + 7 years		Waived		
	Equipment, Systems, & Vehicles (e.g., Purchase Information, Instruction Manuals, Maintenance Agreements, Maintenance Logs, Warranties)	Life of Equipment, System, or Vehicle		Waived		
	Incident Reports	CR + 3 years		Waived		

4.	Child Support					
	Administrative Cost Claims	EVT + 3 years: EVT = Submission of last expenditure report	45 CFR 92.42 (b)(1) & Wis. DCF	Waived		Includes supporting documentation (e.g., costs and revenues)
	Case Records	EVT + 7 years: EVT = Closure		Waived		C, PII
	Child Support Divorce	EVT + 7 years: EVT = Closure		Waived		
	Client Assistance (out of county)	CR + 7 years		Waived		
	Client Logs	S		Waived		

Record Series No.	Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (§19.33 Wis. Stats.)	Notes
	Expenditure Reports & Supporting Documentation	CR + 3 years	45 CFR 74.20 - 74.25	Waived		
	IRS Records List	EVT + 7 years: EVT = Closure		Waived		
	Misdemeanor and Felony Non-Support Files	EVT + 7 years: EVT = Closure		Waived		
	Paternity Files, post judgments	EVT + 7 years: EVT = Closure		Waived		
	Paternity Files, pre-judgments, dismissed	CR + 3 years		Waived		
	Paternity Files, pre-judgments, not pursued	CR + 3 years		Waived		
	Reciprocal Support Cases (Interstate cases - i.e., UIFSA, URESA)	EVT + 7 years: EVT = Closure		Waived		
	Records of Required Client Notification	CR + 3 years	46 CFR 74.20 - 74.25	Waived		
	Statistical Reports & Supporting Documentation	CR + 3 years	45 CFR 74.20 - 74.25	Waived		
	Warrants & Capias	EVT + 3 years: EVT = Vacated, Served, or Closed		Waived		

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

Record Series No.	Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (§19.33 Wis. Stats.)	Notes
	Truancy Referrals	EVT + 1 year: EVT = Child's 18th Birthday		Waived		C

Addenda B	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).					

Addenda C	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					

Addenda D	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					

6.	Data Processing					
	Annual Back-Ups	CR + 7 years		Waived		
	Daily Back-Ups	CR + 15 days		Waived		
	Monthly Back-Ups	CR + 1 year		Waived		
	Special Back-Ups (end of tax processing, etc.)	CR + 7 years		Waived		
	Telephone Records: System Back-Up Records	CR + 15 days		Waived		
	Telephone Records: System Call Records	CR + 6 Months		Waived		

Addenda F	District Attorney					
	The general schedule applicable to the District Attorney is attached hereto as Addendum F and incorporated herein by reference.					

7.	Economic Support and Workforce Development					
	Public Assistance Case Records and Other Record Materials (General)	EVT + 3 years; EVT = Date of Closing	Ch. 49 & §59.52(4)(a) 18 Wis. Stats., Ch. DCF 121 Wis. Adm. Code, Income Maintenance Manual, and Wis. DCF and/or Wis. DHS directives	Waived		Face sheet or similar record of each case and a financial record of all payments for each aid account must be preserved in accordance with rules adopted by Wis. DCF and/or Wis. DHS. C, PII

Record Series No.	Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (§19.33 Wis. Stats.)	Notes
	Public Assistance - Divestment & Asset Allocation (Medicaid), Fraud, Intentional Program Violation, Overpayment, and Quality Control Review	EVT + 3 years; EVT = When the issues have been resolved or Wis. DCF and/or Wis. DHS instructs that the records may be destroyed, whichever is earlier.	Ch. 49 & §59.52(4)(a) 18 Wis. Stats., Ch. DCF 121 Wis. Adm. Code, Income Maintenance Manual, and Wis. DCF and/or Wis. DHS directives	Waived		C, PII

***Records may not be subject to the foregoing retention requirements if scanned in the Electronic Case File (ECF), Client Assistance for Reemployment and Economic Support (CARES) or other Wis. DCF

8. Emergency Management (Ch. 323 Wis. Stats.)						
	Claims Arising During State of Emergency	CR + 121 days	§§257.03 and 893.82 Wis. Stats.	Waived		
	Declaration of Emergency (Proclamation, Resolution and/or Ordinance)	CR + 7 years	§§323.11 and .14(4) Wis. Stats.	Waived		
	Emergency Management Plan	S	§323.14(1) Wis. Stats.	Waived		
	Emergency Planning Grants	CR + 7 years	§323.61 Wis. Stats.	Waived		
	Hazardous Substance Information	CR + 7 years	§323.60 Wis. Stats., C.E.R.C.L.A., E.P.C.R.A., S.A.R.A.	Waived		
	Local Emergency Planning Committee	S	§59.54(8) Wis. Stats.	Waived		
	Local Emergency Response Team - Reimbursement Claim	EVT + 5 years; EVT = Reimbursement	§WEM 6.09 Wis. Adm. Code	Waived		Must give Wis DEM 60-days written notice before any such record may be destroyed
	Mutual Assistance - State of Emergency	CR + 7 years	§66.0314(1)(a) Wis. Stats.	Waived		
	Worker's Compensation Claim	EVT + 12 years; EVT = Occurrence	Ch. 102 and §323.40 Wis. Stats.	Waived		Tied to worker's compensation claim statute of limitations
9. Emergency Medical Services Program (Ch. 256 Wis. Stats.)						
	Ambulance Run	CR + 7 years	§256.15(12)(b) Wis. Stats.	Waived		Confidentiality of Patient Health Care Records §146.82 Wis. Stats. C, PII
	Emergency Medical Services Program Personnel Certification, Licensure and/or Training	S	§256.15 Wis. Stats.	Waived		
	Emergency Medical Services Program Plan(s)	S	§256.12 Wis. Stats.	Waived		
	Mutual Assistance - State of Emergency	CR + 7 years	§66.0314(1)(b) Wis. Stats.	Waived		
10. Executive/Administrator/Administrative Coordinator (§§59.17, .18. and .19 Wis. Stats.)						

Record Series No.	Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (§19.33 Wis. Stats.)	Notes
	Administration					
	Board and Commission Appointments/Confirmation (if required)	S	§59.17(2)(c) and .18(2)(c) Wis. Stats.	Waived		
	Department Head Appointments/Confirmation (if required)	S	§§59.17(2)(b), (2)(br) and .18(2)(b) Wis. Stats.	Waived		
	Message to the Board	CR + 7 years	§§59.17(5) and .18(5) Wis. Stats.	Waived		Only if communicated to the county board in writing.
	Resolution or Petition and Referendum Creating the Office	S	§§59.17(1) and .18(1) Wis. Stats.	Waived		
	Resolutions or Ordinances - Approval or Veto	P	§59.17	N/A		
	Community Development					
	Annual Grant Application	CR + 3 years		Waived		
	Audits, community block grant	CR + 7 years	24CFR 570.502(a)(16)	Waived		
	Census Books	S		Waived		
	Environmental Reviews	CR + 7 years		Notify		
	Federal Regulations	S		Waived		
	Grant Awards	CR + 7 years	24CFR 570.502(a)(16)	Waived		
	Home Regulations	S		Waived		
	HUD Disaster Recovery Initiative Fund Files	CR + 5 years		Waived		
	HUD Grantee Performance Reports	CR + 7 years	24CFR 570.502(a)(16)	Waived		
	Labor Standard Projects	CR + 7 years	24CFR 570.502(a)(16)	Waived		
	Labor Standard Wage Files	CR + 7 years	24CFR 570.502(a)(16)	Waived		
	Sub Grantee Project Files - CDBG (Community Development Block Grant)	CR + 7 years	24CFR 570.502(a)(16)	Waived		
	Sub Grantee Project Files - Home	CR + 7 years	24CFR 570.502(a)(16)	Waived		
	Senior Services					
	Adult Day Care Records	CR + 3 years		Waived		C
	Adult Day Care Tracking Statistics	EVT + 3 years: EVT = Audited		Waived		
	Area Agency on Aging Reports - includes nutritional meal program summary	CR + 7 years		Waived		
	Benefit Specialist Client Files	EVT + 7 years: EVT = File Closed	s. 46.81 & 59.52 & HSS 245.03	Waived		C
	Benefit Specialist Report	S	s. 46.81	Waived		C
	Client Assessments for Home Delivered Meals and Supportive Services	CR + 3 years		Waived		C
	Client Donation Deposits	CR + 7 years		Waived		

Record Series No.	Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (§19.33 Wis. Stats.)	Notes
	Client Files - includes complaints, HDM assessments and pre-authorizations	EVT + 7 years: EVT = File Closed	s. 59.52	Waived		C
	Client Nutrition Site Changes, site counts and daily meal counts	CR + 4 years		Waived		
	Client Statements (Revenue Received)	CR + 3 years		Waived		
	Commission on Aging - business related materials	CR + 7 years		Waived		
	Complaint Grievance File	CR + 3 years		Waived		
	Congregate Billings	CR + 3 years		Waived		
	Congregate Participant Logs Book	CR + 7 years		Waived		
	Congregate Registration Forms	CR + 7 years		Waived		
	Contract Monitoring Files	CR + 7 years		Waived		
	Contract Provider Billing Reports, invoices	CR + 7 years		Waived		
	Contracts Not Related to Purchasing	CR + 3 years		Waived		
	Day Care Client Billings	CR + 7 years		Waived		
	Elder Abuse Reports	CR + 7 years	s. 46.90	Waived		
	Factors Database Program	S		Waived		
	Grant Applications	EVT + 4 years: EVT = Notification of Denial or Grant Completion		Waived		
	Grant Task Force	S		Waived		
	Greeter Program Files	CR + 3 years		Waived		
	Home Delivered Meals	CR + 7 years		Waived		
	Home Delivered Meals, monthly computer printout reports	CR + 3 years		Waived		
	Home Delivered Meals, tracking index cards	CR + 7 years	s. 46.85	Waived		
	Home Delivered Meals, volunteer mileage reports	CR + 7 years	s. 46.85	Waived		
	Home Delivery Meals, client charge log, daily activity log, and daily vendor order sheet	CR + 7 years		Waived		
	ID Applications	CR + 5 years		Waived		
	ID Receipts	CR + 5 years		Waived		
	ID Reconciliation Book	CR + 5 years		Waived		
	Information & Assistance (I & A) Files (EOY)	EVT + 7 years: EVT = Audited		Waived		C
	Information & Assistance Phone Logs	CR + 7 years		Waived		C
	Information Systems Capital Project Documents	CR + 2 years		Waived		
	Legal Action Files (Legal Action of Wisconsin)	S		Waived		
	Long Term Redesign Project	CR + 4 years		Waived		
	Medicare Vans, weekly billings	CR + 3 years	s. 85.21	Waived		
	Nutrition Checks	CR + 3 years		Waived		
	Nutrition Program Records	CR + 3 years		Waived		
	Nutrition Site, progress reports	CR + 3 years		Waived		
	Nutrition Site, quality control sheets	CR + 3 years		Waived		

Record Series No.	Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (§19.33 Wis. Stats.)	Notes
	Nutrition Site, registrations	CR + 1 year		Waived		
	Preauthorization's, Service	EVT + 1 years: EVT = Termination		Waived		
	Program Monitor Evaluation (PME) Billing Reports, invoices	EVT + 7: EVT = Audited		Waived		
	Project Files, special events	CR + 7 years		Waived		
	Reports, specialized transportation / other	CR + 5 years		Waived		
	Senior Center Listing	CR + 5 years		Waived		
	Senior Dining Quality Control Sheets	CR + 7 years		Waived		
	Senior Dining Supply Usage Reports	CR + 7 years		Waived		
	Senior ID Log Book	CR + 5 years		Waived		
	Shared taxi Monthly Report	S		Waived		
	Statistics, operational and cost	CR + 5 years		Waived		
	Support Group and Doctors List	CR + 1 year		Waived		
	Taxi Program Analysis	CR + 3 years		Waived		
	Taxi Vouchers	EVT + 3 years: EVT = Audited	s. 85.21	Waived		
	Title XIX Billing Statements	CR + 7 years		Waived		
	Transit Data, Historical, specialized	EVT + 7 years: EVT = Settlement	s. 85.21	Waived		
	Transportation Contracts	CR + 3 years	s. 85.21	Waived		
	Volunteer Acknowledgement of Confidentiality	EVT + 3 years: EVT = Termination		Waived		
	Volunteer Card File	CR + 7 years	s. 46.85	Waived		
	Volunteer Driver Agreements	EVT + 3 years: EVT = Termination		Waived		
	Volunteer Elder Reach Files	CR + 3 years	s. 46.85	Waived		
	Volunteer Friendly Visitors Files	EVT + 3 years: EVT = Termination		Waived		
	Volunteer Monthly Reports	CR + 7 years	s. 46.85	Waived		
	Volunteer Registration Forms - Includes Confidentiality Driver's Statements	CR + 7 years		Waived		
	Volunteer Staff Log Book	S		Waived		

II.	Finance					
	Balancing Report	FIS + 4 years		Waived		
	Bond & Coupon Records Book, general obligation bonds	EVT + 30 years: 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 years	§59.52(4)(a)2.Wis. Stats.	Waived		
	Deferred Compensation Records	EVT + 8 years: EVT = End of Service		Waived		
	Equipment & Furnishings Inventories	S		Waived		
	Garnishment Records	FIS + 7 years		Waived		
	General Ledger	FIS + 7 years		Notify		
	General Ledger, Trial Balance	FIS + 7 years		Waived		

Record Series No.	Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (§19.33 Wis. Stats.)	Notes
	Illegal Tax Certificates Charged Back to Local Tax Districts	EVT + 3 years: EVT = Charging Back	§59.52(4)(a)6. Wis. Stats.	Waived		
	Insurance Records	7 years after the last effective date thereof	§59.52(4)(a)10. Wis. Stats.	Waived		
	Investment Records	FIS + 6 years		Waived		
	Notices of Tax Apportionment from Secretary of State	FIS + 3 years	§59.52(4)(a)1. Wis. Stats.	Waived		
	Payroll Registers, Other Payroll Report, & Social Security & Retirement Earnings Report	FIS + 7 years		Waived		
	Retirement Records	EVT + 8 years: EVT = End of Service		Waived		
	Time cards, Attendance Records, Salary Schedule	FIS + 7 years		Waived		
	Treasurer Cash	FIS + 7 years		Waived		
	Unemployment Compensation Payment Records	FIS + 3 years		Waived		
	Withholding Allowance Certificates, Employee Wage & Tax Statements, & Other Tax Records	FIS + 7 years		Waived		

12.	Health Department					
	Administrative					
	Accounts Receivable Client Records	EVT + 10 years: EVT = Audited		Waived		C, PII
	Agency Evaluations	CR + 7 years	§19.21 Wis. Stats.	Waived		
	Agency Goals, objectives, short & long term strategic plans	CR + 7 years	§19.21 Wis. Stats.	Waived		
	Audit Reports, Vendor	CR + 7 years		Waived		
	Background Checks	CR + 7 years		Waived		
	Bankruptcy Reports	CR + 7 years		Waived		
	CARS (Community Aids Reporting System) Reports	Permanent		N/A		
	Cash Grant Vouchers	CR + 7 years		Waived		
	Certification of Destruction (Records)	Permanent		N/A		
	Daily Activities Report	CR + 7 years	§19.21 Wis. Stats.	Waived		
	Daily Deposit Spreadsheets	CR + 7 years		Waived		C, PII
	Employee Expense Accounts	CR + 7 years		Waived		
	Evening Security Logs	CR + 3 Months		Waived		
	Fiscal Records, Billing, Budget	CR + 7 years	§19.21 Wis. Stats.	Waived		
	Grant Reconciliation Working Papers	Permanent		N/A		
	Grants	EVT + 4 years; EVT = Notification of Denial or Grant Completion		Waived		
	HIPPA Documentation (Health Insurance Portability and Accountability Act)	CR + 7 years	HIPAA	Waived		C, PII
	Hospital Fiscal Survey	Permanent		N/A		

Record Series No.	Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (§19.33 Wis. Stats.)	Notes
	Incident / Injury Reports	CR + 7 years	§19.21Wis. Stats.	Waived		C, PII
	Inventories, facility and equipment	CR + 7 years	§19.21Wis. Stats.	Waived		
	Inventory, or non-expendable personal property	EVT + 7 years: EVT = Property disposed of	§19.21Wis. Stats.	Waived		
	Medicare Cost Report	Permanent		N/A		
	Mission Statement, Philosophy, Purpose	CR + 7 years	§19.21Wis. Stats.	Waived		
	Patient Billing Activity Logs	CR + 7 years		Waived		C, PII
	Policies and Procedures (Program related)	CR + 7 years	§19.21Wis. Stats.	Waived		
	Policies and Procedures (Records related)	EVT: EVT = Superseded or Record Series no longer Exists		Waived		
	Press Releases	CR + 1 year		Waived		
	Purchase Orders EDS (Electronic Data Storage)	CR + 7 years		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 days: EVT = Approval date & publication	§19.21Wis. Stats.	Waived		
	W.I.C. Case Files	FIS + 3 years	7 CFR 246.25	Waived		C
	W.I.C. State Reports	CR + 3 years		Waived		C
	Client and/or Family Care					
	Agency Program Evaluation	CR + 7 years	§19.21Wis. Stats.	Waived		

Record Series No.	Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (§19.33 Wis. Stats.)	Notes
	Birth Certificate Information	EVT + 1 year: EVT = Receipt of Copy	§69.20(3) Wis. Stats. Grant P. Thomas Door County Corporation Counsel County Government Center 421 Nebraska Street Sturgeon Bay, WI 54235 PH 920-746-2228 FAX 920-746-2339 gthomas1@co.door.wi.us This e-mail message may contain information which is subject to the attorney-client privilege and/or attorney work-product doctrine	Waived		C
	Care Coordination: Adult	CR + 7 years	§19.21Wis. Stats.	Waived		
	Care Coordination: Minor	EVT + 5 years: EVT = Minor reaches 18 years of age	§19.21Wis. Stats.	Waived		
	Child Long Term Support - Autism Records	EVT + 7 years: EVT = Case Closed		Waived		
	Client Listing	CR + 1 Month		Waived		C
	Client Record / Patient Care: Adult	CR + 7 years	§19.21Wis. Stats.	Waived		C
	Client Record / Patient Care: Minor	EVT + 5 years: EVT = Minor reaches 18 years of age	§19.21Wis. Stats.	Waived		C
	Clinic Record, blood pressure forms	CR + 7 years		Waived		C
	Complaint Investigation Record	CR + 7 years		Waived		C
	Family Care Record: Adult	CR + 7 years	§19.21Wis. Stats.	Waived		C
	Family Care Record: Minor	EVT + 5 years: EVT = Minor reaches 18 years of age	§19.21Wis. Stats.	Waived		C
	Health Check / Well Child: Adult	CR + 7 years	§19.21Wis. Stats.	Waived		C
	Health Check / Well Child: Minor	EVT + 5 years: EVT = Minor reaches 18 years of age	§19.21Wis. Stats.	Waived		C

Record Series No.	Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (§19.33 Wis. Stats.)	Notes
	Health Fair Records	CR + 7 years		Waived		C
	Home Care Record	EVT + 6 years: EVT = The month the cost report is filed with the intermediary, maintain even if program is discontinued		Waived		C
	Lead Screens	CR + 7 years		Waived		C
	Monthly Clinic Statistic Report	CR + 1 year		Waived		
	Monthly Nurses Calendar	CR + 1 year		Waived		C
	Short Term Record: Adult	CR + 7 years	§19.21Wis. Stats.	Waived		
	Short Term Record: Minor	EVT + 5 years: EVT = Minor reaches 18 years of age	§19.21Wis. Stats.	Waived		
	Communicable Disease Records					
	Clinic Record, STD Clinic	CR + 7 years		Waived		C, PII
	Communicable Disease Outbreak Records [DOH 4142 (Rev. 8/860 & is complete DOH 9081] (Original to State Epidemiologist)	EVT: EVT = Investigation is complete		Waived		C, PII
	Communicable Disease Reports (4151) - Local Copy (Original to State Epidemiologist): Adult	CR + 7 years		Waived		C, PII
	Communicable Disease Reports (4151) - Local Copy (Original to State Epidemiologist): Minor	EVT + 5 years: EVT = Minor reaches 18 years of age		Waived		C, PII
	Hep. B / TB Case Records	EVT + 30 years: EVT = Severance		Waived		C, PII
	Immunization Administration Record	Permanent	National Childhood Injury Act of 1986, s 2125 PHS Act at 42 U.S.C. s. 300aa - 25 (Supp. 1987)	N/A		C, PII
	Immunization Record: Adult	CR + 7 years	§19.21Wis. Stats.	Waived		C, PII
	Immunization Record: Minor	EVT + 5 years: EVT = Minor reaches 18 years of age	§19.21Wis. Stats.	Waived		C, PII
	Referral Listing	CR +7 years		Waived		C, PII
	Signature of Person to Receive Vaccine or Person Authorized to Make Request for Immunization: Adult	CR + 10 years		Waived		C, PII
	Signature of Person to Receive Vaccine or Person Authorized to Make Request for Immunization: Minor	EVT + 5 years: EVT = Minor reaches 18 years of age		Waived		C, PII
	STD Report (4343) - Local Copy (Original to State Epidemiologist): Adult	CR + 7 years		Waived		C, PII
	STD Report (4343) - Local Copy (Original to State Epidemiologist): Minor	EVT + 5 years: EVT = Minor reaches 18 years of age		Waived		C, PII
	Community Education					
	Curriculum	CR + 7 years		Notify		
	Educational Materials	CR + 7 years		Notify		

Record Series No.	Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (§19.33 Wis. Stats.)	Notes
	Evaluation	CR + 7 years		Notify		
	Program Materials	CR + 7 years		Notify		
	Environmental Health Records					
	Health Hazard Investigations	CR + 7 years		Waived		
	Licensed Establishments Inspection Reports	CR + 3 years		Waived		
	On-Site Waste	EVT: EVT = System is abandoned		Waived		
	Variance Approvals	Permanent		N/A		
	Water Sample Reports	CR + 7 years		Waived		
	Well / Septic Permits	EVT: EVT = System is abandoned		Waived		
	Adolescent & Family Services / Juvenile					
	Adolescent & Family Services Census Sheets	S		Waived		C
	Adolescent & Family Services Client Index Card File	S		Waived		C
	Adolescent & Family Services Client Listing	S		Waived		C
	Adolescent & Family Services Client Logs	S		Waived		C
	Adolescent & Family Services Client Records	EVT + 7 years: EVT = Youngest Child in household turns 19 years of age	HSS 92.12(2) & (4)	Waived		C
	Daily Staff Attendance Reports	CR + 1 year		Waived		
	Daily Staff Schedule	CR + 2 years		Waived		C
	Original Offense Report	CR + 2 years		Waived		C
	Permission Slips (Residents)	CR + 2 years		Waived		C
	Requests for Leave, employee	CR + 1 year		Waived		
	Resident Juvenile Case Files, secure	EVT + 10 years: EVT = Case Closed	s. 48.396 & HSS 346.13 & SCR 72(41)	Waived		C
	Resident Juvenile Case Files, shelter care	EVT + 7 years: EVT = Case Closed	s. 48.396 & HSS 59.07 (3)(b)	Waived		C
	Resident Medical Treatment Records	CR + 7 years	HSS 92.12(1) & (2)(3)(4)	Waived		C, PII
	Resident Medication Log	S		Waived		C, PII
	Shelter Care Secure Admission Register	Permanent	HSS 54.06 (2)(a)(1)	N/A		C
	Supervisor Shift Log	CR + 2 years		Waived		
	Unit Log (Male & Female)	CR + 2 years		Waived		C
	Intake Shared Services					
	Certified Child Care Files	EVT + 7 years: EVT = Minor reaches 18 years of age		Waived		C
	Child Abuse and Neglect / Child Welfare Client Records	CR + 7 years		Waived		C
	Intake & Shared Services Client Records	EVT + 7 years: EVT = Youngest Child in Family turns 18 years of age	DHS Memo (82-1A)	Waived		C
	Intake Access Contact Listing	CR + 2 years		Waived		C

Record Series No.	Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (§19.33 Wis. Stats.)	Notes
	Kinship Care Client Records	EVT + 7 years: EVT = Minor reaches 18 years of age		Waived		C
	Long Term Care					
	Long Term Care Client Listing	EVT + 1 Month: EVT = Transfer to Electronic Record		Waived		C
	Long Term Care Client Log	S		Waived		C
	Long Term Care Client Records - Developmentally Disabled	EVT + 7 years: EVT = Case Closed		Waived		C
	Long Term Care Client Records (Except Developmentally Disabled)	EVT + 7 years: EVT = Case Closed		Waived		C
	Mental Health AODA / Clinical Services					C
	Client Index Card Files	Permanent		N/A		C
	Clinical Services Division Client Records	EVT + 7 years: EVT = Child turns 19 or case closed	HSS 92.12(1)(2)(3)(4), HSS 63.15	Waived		C
	Community Support Program (CSP) Admissions, Referrals, and Discharge Logs	CR + 7 years	HHS 63.08	Waived		C
	Community Support Program (CSP) and Day Treatment (DT) Client Review Notes for State Audit	CR + 7 years		Waived		C
	Community Support Program (CSP) Client Review Log	Permanent		N/A		C
	Community Support Program (CSP) Client Waiting Lists	S		N/A		C
	Community Support Program (CSP) Statistics	CR + 3 years		Waived		
	Complaint Investigations	EVT + 7 years: EVT = After Settlement		Waived		C
	Court Commitment Tracking Sheets	S		Waived		C
	Day Treatment and Group Home Waiting Lists	S		Waived		C
	Day Treatment Attendance Sheets	CR + 1 Month		Waived		C
	Day Treatment Statistics	CR + 2 years	HSS 105.324	Waived		
	Disease Indexing	Permanent		N/A		
	Employee Blood Borne Pathogen Records	EVT + 30 years: EVT = Terminated		Waived		C, PII
	Employee Training Log	CR + 6		Waived		
	Employee Training Records (OSHA)	CR + 3 years	CPL 2-244D	Waived		
	Hospital Census Sheets / Demographic	CR + 10 years		Waived		
	In-Patient Database Cards	Permanent	HSS 63.16	N/A		C, PII
	Medical Staff Credential Files With Disciplinary Action	Permanent		N/A		
	Medical Staff Credential Files Without Disciplinary Action	EVT + 7 years: EVT = Termination		Waived		
	Nursing Schedules	CR + 5 years		Waived		

Record Series No.	Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (§19.33 Wis. Stats.)	Notes
	OBRA Screening (Omnibus Budget Reconciliation Act)	CR + 1 year		Waived		
	Patient Treatment Survey	EVT + 1 year: EVT = Survey Complete		Waived		
	Payee Client Files	CR + 2 years		Waived		C
	Payee Financial and Billing Records	CR + 2 years		Waived		C
	Petty Cash Vouchers	S		Waived		
	Physician's Registry	Permanent		N/A		
	Quality Assurance	EVT + 1 year: EVT = Survey Complete		Waived		
	Supervision Log	CR + 3 years		Waived		
	Survey's - Title XIX	CR + 15 years		N/A		

13.	Highway					
	Drug & Alcohol Testing Records	CR + 2 years		Waived		C, PII
	Fuel Usage Records	CR + 2 years		Waived		
	Heavy Equipment & Vehicle Inventory Ledger	S		Waived		
	Machinery, time sheets	EVT + 1 year: EVT = Machinery is replaced		Waived		
	Permits	Permanent		N/A		
	State Gas Reports	CR + 3 years		Waived		
	Stock Control Records	CR + 2 years		Waived		
	Vehicle Maintenance Histories	Life of Vehicle		Waived		
	Vehicle Usage Reports	CR + 2 years		Waived		

14.	Human Services					
	Administrative					
	Agency Evaluations	CR + 7 years	s. 19.21	Waived		
	Agency Goals, objectives, short & long term strategic plans	CR + 7 years	s. 19.21	Waived		
	Incident / Injury Reports	CR + 7 years / EVT + 1 year: EVT = settlement		Waived		
	Inventories, facility & equipment	CR + 7 years	s. 19.21	Waived		
	Mission Statement, Philosophy, Purpose	CR + 7 years	s. 19.21	Waived		
	Program Policies & Procedures	CR + 7 years	s. 19.21	Waived		
	Fiscal					
	Fiscal Records, Billing	EVT + 90 days: EVT = Approval & publication	s. 19.21	Waived		
	Grants	EVT + 7 years: EVT = Disposal of property	s. 19.21	Waived		
	Inventory, non-expendable personal property	CR + 7 years	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	§59.42(4)(a)18.Wis. Stats.	Notify		C

Record Series No.	Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (§19.33 Wis. Stats.)	Notes
	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	Ch. DCF 121 Wis. Adm. Code	Waived Waived		C
	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	Ch. DCF 121 Wis. Adm. Code	Notify Notify Waived		C
	Fraud Referral Records					
	a. Unfounded	EVT + 3 years: EVT = Determination Decision**	Ch. DCF 121 Wis. Adm. Code	Waived		C
	b. Founded - referred to D.A.	EVT + 7 years: EVT = Determination Decision**	Ch. DCF 121 Wis. Adm. Code	Waived		C
	c. Founded - other	EVT + 5 years: EVT = Determination Decision**	Ch. DCF 121 Wis. Adm. Code	Waived		C
	Third-party recovery records	EVT + 1 year: EVT = Case Closed**		Waived		C
		** Recommend microfilming essential information				
	JOBS participant records	EVT + 7 years: 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 years: EVT = Case Closed	DHSS Memo 82-1A	Waived		C
	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 years: EVT = Case Closed	DCS Memo 92-12	Waived		C

Record Series No.	Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (§19.33 Wis. Stats.)	Notes
	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 year: EVT = Final action / Determination	DCS Memo 92-12	Waived		C
	Protective Payee	EVT + 7 years		Waived		C
	Case Management Files	EVT + 7 years		Waived		C
	Payee Miscellaneous Documents	EVT + 3 months: EVT = Audited		Waived		C
	Child-Placing Agency					
	a. Register, identifying information about children accepted for service or placement	Permanent	HSS 54.05(2)(a)1	N/A		C
	b. Individual Case Records for each child served & his / her family	EVT + 7 years: EVT = Case closed		Waived		C
	c. Individual Foster Home Records for each foster home used by the agency, which includes signed applications & agreements	CR + 7 years		Waived		
	d. Individual Records of Studied Adoptive Applicants	CR + 7 years		Waived		C
	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 years: EVT = License or certificate is no longer active	DCS Memo 92-12	Waived		C
	f. Licensing & Certification Records for above types of facilities where license or certificate was not approved	EVT + 1 year: 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		C
	Third-Party Recovery	CR + 7 years		Waived		

15.	Medical Examiner					
	Case Face Sheet Logs	Permanent		N/A		C
	Case File Slides	CR + 75 years		Waived		C
	Case File X-Rays	CR + 75 years		Waived		C
	Case Files	CR + 75 years		Waived		C

Record Series No.	Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (§19.33 Wis. Stats.)	Notes
	Cremation Case Files	Permanent		N/A		C
	Data Base Entry Form (Draft)	CR + 5 years		Waived		
	Digital Case Photos	CR + 75 years		Waived		
	Eyewash Inspection / Waste Container Logs	CR + 5 years		Waived		
	Homicide or Suspicious Death Investigation Case Files	CR + 75 years		Notify		
	Medication Disposal Logs	CR + 10 years		Waived		
	Other investigation case files	EVT + 7 years: EVT = Litigation resolved or case closed		Waived		C
	Outside Case Billing Log	CR + 10 years		Waived		
	Report for Final Disposition (other reportable)	CR + 3 years		Waived		C
	Sharp Container Log	CR + 5 years		Waived		

16.	Park & Land Use					
	Administration					
	Annual Work Plans	CR + 5 years		Waived		
	Citation & Park Patrol Records	CR + 2 years		Waived		
	Construction Contracts	CR + 7 years		Waived		
	County Forest Plan	CR + 15 years	§28.11 Wis. Stats	Notify		
	Credit Card Receipts	CR + 1 year		Waived		
	DNR Agreements	CR + 7 years		Waived		
	Employee Emergency Informational Form	S		Waived		
	Equipment & Vehicle Registration Reports	EVT: EVT = Equipment / Vehicle disposed of		Waived		
	Expenditures, seasonal employees	CR + 3 years		Waived		
	General Information	S		Waived		
	Guidebooks & Trail Information	S		Waived		
	Lawsuits	EVT + 1 year: EVT = Final Disposition		Waived		
	Licensed Establishment Collection Reports	CR + 5 years		Waived		
	Material Recycling Facility (MRF) Financial Records	CR + 3 years		Waived		
	Plat Books	Permanent		N/A		
	Radon Reimbursement Requests	CR + 7 years		Waived		
	Records of Bounty Claims Forwarded to DNR	CR + 1 year	§59.52(4)(a)3.Wis. Stats.	Waived		
	Status Reports, monthly	CR + 3 years		Waived		
	Street Atlas	Permanent		N/A		
	Study, departmental fee rates	CR + 3 years		Waived		
	Timber Sale Contracts (bid openings, etc.)	CR + 7 years		Waived		
	Wisconsin Conservation Corps Projects / Crew Information	CR + 3 years		Waived		
	Environmental Health					
	Animal Bite Files	CR + 10 years	WI Dept. of Agri.: AG 13	Waived		

Record Series No.	Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (§19.33 Wis. Stats.)	Notes
	Animal Bite Log	CR + 1 year		Waived		
	Animal Complaint Log	CR + 7 years		Waived		
	Block Grant	CR + 7 years		Waived		
	Colilert Culture Quality Control	CR + 5 years		Waived		
	Commercial Premise Files	Permanent		N/A		
	Delinquent Septic Systems	S		Waived		
	Environmental Department Audit	S		Waived		
	Environmental Health Mileage Code Dailies	CR + 7 years		Waived		
	Establishments Out of Business, Dept. of Agriculture	Permanent		N/A		
	Fluoride Nitrate Test Results	CR + 5 years		Waived		
	Food & Liquor License Establishments	CR + 7 years		Waived		
	Food Borne Illness / Establishment Complaint Files	EVT + 7 years: EVT = Complaint Filed		Waived		
	Food Sample Reimbursement Documentation	CR + 7 years		Waived		
	Ground Water Monitoring Reports	CR + 20 years		Waived		
	Hazardous Waste Department Investigations	CR + 3 years	W.A.C. NR 630.31 (1)(f)	Waived		
	Holding Tank Files	CR + 3 years		Waived		
	Holding Tank Maintenance Cards	CR + 2 years		Waived		
	Hotel / Motel Inspections	CR + 3 years	HSS 192.01 & 192.08 (1)	Waived		
	Hotel / Restaurant Licensed Establishments Log	Permanent		N/A		
	Inspection's for Peddler's Permits	CR + 3 years	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 year		Waived		
	Premise Files	Permanent		N/A		
	Private Sewage System Inspection Reports	Permanent		N/A		
	Property Site Inspections	CR + 10 years		Waived		
	Public Camp Grounds	CR + 3 years	HSS 192.01 & 192.08 (1)	Waived		
	Radon Grants	CR + 7 years		Waived		
	Radon Lab Results	CR + 7 years		Waived		
	Rainfall Data	S		Waived		
	Recreational Educational Camps	CR + 3 years	HSS 192.01 & 192.08 (1)	Waived		
	Reimbursement Reports	CR + 1 year		Waived		
	Restaurant & Retail Consumer Complaints	CR + 10 years		Waived		
	Restaurant Licensing & Inspection Files	CR + 10 years		Waived		
	Restaurants, Out of Business	Permanent		N/A		

Record Series No.	Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (§19.33 Wis. Stats.)	Notes
	Retail Food Establishment Inspection Log	Permanent		N/A		
	Retail Food Establishment Inspections	CR + 10 years		Waived		
	School Inspection Files	CR + 10 years		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 years		Waived		
	Storage Tank Remediation Financial Records	CR + 7 years		Waived		
	Storage Tank Remediation	Permanent		N/A		
	Storage Tank Remediation & Site Assessment Negatives	Permanent		Waived		
	Swimming Pool Inspections	CR + 3 years	HSS 192.01 & 192.08 (1)	Waived		
	Swimming Pool Licensing Log	CR + 2 years		Waived		
	Temperature Log, Refrigerator & Incubator	CR + 5 years		Waived		
	Transportation Site Inspections	CR + 10 years		Waived		
	Vending Machine Inspection Log	CR + 1 year		Waived		
	Vending Machine Licensing	CR + 10 years		Waived		
	Water Sampling Summary Reports	EVT + 5 years: EVT = Audit		Waived		
	Well Inspection Lab Note Log	CR + 5 years		Waived		
	Well Inspection Logs	Permanent		N/A		
	Well Surveys	CR + 5 years		Waived		
	Wisconsin Fund Grant Program Files	CR + 7 years		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 years: 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		

Record Series No.	Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (§19.33 Wis. Stats.)	Notes
	Land and Water Resource Management Plan (LWRRM)	Permanent		Notify		
	Land Conservation Grants	CR + 7 years		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 years		Waived		
	Grant Contract Work Project Documentation	CR + 10 years		Waived		
	Hauler Licenses / Applications	EVT + 2 years: EVT = Renewal		Waived		
	Land Information Plan	Permanent		Notify		
	Parcel Maps for Tax Records	CR +10 years		Waived		
	Relocation of Orders / Maps	S		Waived		
	Report of Functional Jurisdiction of Roads	EVT + 10 years: EVT = Next Report Received		Waived		
	Town Plats	CR + 3 years		Waived		
	Waste Management Plan	S		Waived		
	Water Quality Approval Letters	Permanent		N/A		
	Park System					
	Automobile Accident Reports	CR + 7 years		Waived		
	Culverts, Dams and Bridges	Until no longer operated and maintained	Ch.'s 30 & 31 Wis. Stats.	Waived		Includes permits, orders, maintenance, and inspection
	Facility Reservations	EVT + 7 years: EVT = Last Reservation		Waived		
	Grant, Funding	Life of Project		Waived		
	History of - Photo albums, etc.	Permanent		Notify		
	Incident Reports	CR + 7 years		Waived		
	Injury Report Packets, employee	EVT + 7 years: EVT = Employee Terminated		Waived		
	Injury Reports, non-Employee	CR + 7 years		Waived		
	Land Acquisition, deeds, abstracts	Permanent		N/A		
	Lifeguard Activity Log	CR + 2 years		Waived		
	Log, Chemical Applications	CR + 7 years		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 years		Waived		
	Plans / Construction Documents / Specifications / Drawings	Life of Project		Waived		
	Program Registrations	EVT + 7 years: EVT = Last Reservation		Waived		
	Publicity Newsletter	Permanent		N/A		

Record Series No.	Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (§19.33 Wis. Stats.)	Notes
	Safety Inspection Report	CR + 7 years		Waived		
	Site Plans	Life of Project		Waived		
	Volunteer Information	CR + 3 years		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 years: EVT = Next Report Received or Project Completed		Waived		
	Receipt Books	CR + 7 years		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 years		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		

Record Series No.	Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (§19.33 Wis. Stats.)	Notes
	Hazardous Waste Collection Grant Program Files	CR + 5 years		Waived		
	Hazardous Waste Surveys	CR + 3 years	§ NR 544.07 Wis. Adm. Code	Waived		
	Household Hazardous Waste (Clean Sweep)	Permanent	§ NR 187 Wis. Adm. Code	N/A		
	Materials Recycling Facility Monthly Reports	EVT + 3 years: EVT = Superseded		Waived		
	Recycling Grants	EVT + 7 years: EVT = Audited		Waived		
	Recycling Newsletter	CR + 10 years		Waived		
	Service Agreement (MRF)	EVT + 7 years: EVT = Termination		Waived		
	Solid Waste Management Plan	Permanent		N/A		

17.	Personnel					
	Department Training Records	CR + 7 years		Waived		
	Directives & Policies	EVT + 7 years: EVT = Superseded or Terminated		Waived		
	EEO - 4 Reports	CR + 7 years		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 years: 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 years		Waived		
	Union Contracts & Grievance, Mediation & Arbitration Records	Permanent		N/A		

18.	Public Works					
	Contracts					
	Affidavit of organization & authority, successful bidders	EVT + 7 years: EVT = Project completion		Waived		
	Affidavit of organization & authority, unsuccessful bidders	CR + 2 years		Waived		
	Bid Tabulations	EVT + 7 years: EVT = Project completion		Waived		
	Bidder's Proof of Responsibility, successful bidders	CR + 7 years		Waived		
	Bidder's Proof of Responsibility, unsuccessful bidders	CR + 2 years		Waived		
	Bids, successful	EVT + 7 years: EVT = Project completion		Waived		
	Bids, unsuccessful	CR + 2 years		Waived		
	Notice to Contractors, successful bidders	CR + 7 years		Waived		

Record Series No.	Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (§19.33 Wis. Stats.)	Notes
	Notice to Contractors, unsuccessful bidders	CR + 2 years		Waived		
	Performance Bond	EVT + 7 years: EVT = Project completion		Waived		
	Facilities Management					
	Asbestos Files	Permanent	29 CFR 1910.20	N/A		
	Cleaning Log	CR + 1 year		Waived		
	Condemned Homes on County Property / Burning of	Permanent		N/A		
	County Building Files	EVT + 3 years: EVT = Superseded		Waived		
	Flood File (Administration Center)	Permanent		N/A		
	Inspection Cleaning Evaluation Reports	CR + 2 years		Waived		
	Inspection Reports (Elevator, etc.)	CR + 7 years		Waived		
	Key Number Listing	Permanent		N/A		
	Maintenance Job Order Data Sheet	CR + 1 year		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 years		Waived		
	Payroll Time Cards (Maintenance)	CR + 7 years		Waived		
	Project Files	Permanent		N/A		
	Project Log	Permanent		N/A		
	Record of Transmittal	CR + 3 years		Waived		
	Utility Computer Printouts	S		Waived		

Addenda E	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						

19.	Sheriff					
	Process / Identification Bureau					
	Attorney Letters	CR + 7 years		Waived		
	Bureau of Identification Sheets	Permanent		N/A		
	Civil Process Worksheet	CR + 1 year		Waived		
	Correspondence Instructing Civil Process, service	CR + 7 years		Waived		
	Daily Roster Assignments	CR + 1 year		Waived		
	Death Investigation Negatives, Sensitive in Nature	Permanent		N/A		
	Department Employee Photos	EVT + 7 years: EVT = Termination		Waived		
	Evidence, Major Cases	EVT + 1 year: EVT = Final Appeal		Waived		Documentation, not actual physical evidence
	Execution Log	CR + 7 years		Waived		

Record Series No.	Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (§19.33 Wis. Stats.)	Notes
	Executions	CR + 7 years		Waived		
	Finger Print Cards	Permanent		N/A		
	Foreclosure's, Sheriff's Sales	EVT + 7 years: EVT = Sale of Property		Waived		
	Form 50's	CR + 7 years		Waived		
	Injunctions	EVT: EVT = After Expiration		Waived		
	Mug Shots	Permanent		N/A		
	Process, deposit receipts	CR + 7 years		Waived		
	Process, receipt print-outs	CR + 7 years		Waived		
	Proof of Service	CR + 7 years		Waived		
	Property Inventory Audit	EVT + 20 years: EVT = Disposition of property		Waived		
	Restraining Orders	EVT: EVT = Closed		Waived		
	Traffic Accident Photos	EVT + 6 years: EVT = Date of final Appeal		Waived		
	Transport Records	CR + 7 years		Waived		
	Jail Division					
	Account work sheets	CR + 7 years		Waived		
	Applicant Status Sheets (non-hire)	EVT + 1 year: EVT = Interview		Waived		
	Block Check Sheets	CR + 8 years	§ 59.27(8) Wis. Stats.	Waived		
	Bond Receipts	CR + 8 years	§ 59.27(8) Wis. Stats.	Waived		
	Booking Sheets	Permanent		N/A		
	Canteen sheets	CR + 7 years		Waived		
	Cash Books	CR + 8 years		Waived		
	Check Books	CR + 7 years		Waived		
	Contract Employee Files	EVT + 5 years: EVT = Termination		Waived		
	Critical Incidents	EVT + 8 years: EVT = Incident		Waived		
	Daily Attendance Rosters	CR + 8 years		Waived		
	Daily Bond	CR + 8 years	§ 59.27(8) Wis. Stats.	Waived		
	Daily Work Shift Roster	CR + 8 years	§ 59.27(8) Wis. Stats.	Waived		
	Dockets, daily jail records	CR + 8 years	§ 59.27(8) Wis. Stats.	Notify		
	Exercise Logs	CR + 8 years	§ 59.27(8) Wis. Stats.	Waived		
	Fire Equipment & Inspection Report	CR + 8 years		Waived		
	Huber Block Check Sheets	CR + 8 years		Waived		
	Huber Daily Inmate Roster	EVT + 8 years: EVT = Release of Inmate	§ DOC 348.09(1) Wis. Adm. Code	Waived		
	Huber Inmate Incarceration Files	EVT + 8 years: EVT = Release of Inmate		Waived		
	Huber Registration of Visitors	CR + 8 years	§ DOC 348.09(4) Wis. Adm. Code	Waived		

Record Series No.	Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (§19.33 Wis. Stats.)	Notes
	Huber Rules Forms	CR + 8 years	§ 59.27(8) Wis. Stats.	Waived		
	Inmate Daily Activity Log Forms	CR + 8 years	§ 59.27(8) Wis. Stats.	Waived		
	Inmate Files: disciplinary forms, Huber revocation forms, employer information forms, employer job search, verification sheets, court orders	EVT + 8 years: EVT = Release of Inmate	§§ DOC 348.09 & 350.11 Wis. Adm. Code	Waived		
	Inmate Medical Records	EVT + 8 years: EVT = Release of Inmate	§§ 146.81 to 146.83 Wis. Stats. and §§ DOC 348.09 & 350.11 Wis. Adm. Code	Waived		C, PII
	Jail billing	CR + 8 years	§ 59.27(8) Wis. Stats.	Waived		
	Jail Inmate Register	S	§ DOC 350.11 Wis. Adm. Code	Waived		
	Jail Kitchen Menu	CR + 1 Month		Waived		
	Jailer logs	CR + 8 years	§ 59.27(8) Wis. Stats.	Waived		
	Law Suits & Complaints	EVT + 5 years: EVT = Settlement or Closure		Waived		
	Ledger Sheets	CR + 7 years		Waived		
	Monthly Equipment Check	CR + 8 years		Waived		
	Shift Logs	CR + 8 years		Waived		
	Surveillance Recordings-Audio/Video	121 days	§893.80 Wis. Stats.	Waived		
	Visitor Log	EVT + 8 years: EVT = Date of Visit	§ DOC 350.11 Wis. Adm. Code	Waived		
	Volunteer Security	CR + 5 years		Waived		
	Detective Division					
	Arrest Records	CR + 8 years	§ 59.27(8) Wis. Stats.	Waived		
	Citizen Complaints	Permanent		N/A		
	Evidence Cards	CR + 10 years	§ 59.27(8) Wis. Stats.	Waived		
	Field Interrogation Cards	EVT + 8 years: EVT = Close of Case		Waived		
	Incident Records	CR + 10 years	§ 59.27(8) Wis. Stats.	Waived		
	Internal Investigation Files	EVT + 1 year: EVT = Death of person unless there is open activity on the case		Waived		
	Juvenile Cards	EVT + 1 year: EVT = Juvenile's 18th Birthday		Waived		
	Ordinance Violation Citation	CR + 2 years		Waived		

Record Series No.	Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (§19.33 Wis. Stats.)	Notes
	Polygraph Examinations and Reports	Permanent		N/A		
	Patrol Division					
	False Alarm Card File	S		Waived		
	False Alarm Door Opening Invoices	CR + 1 year		Waived		
	Fleet Maintenance Records	Life of Vehicle		Waived		
	Intern Records	CR + 5 years		Waived		
	School Surveys	CR + 5 years		Waived		
	Squad Car Video Recordings	CR + 121 Days	§893.80 Wis. Stats.	Waived		
	Uniform Traffic Citations	EVT + 1 year: EVT = Closed, disposed, or canceled		Waived		
	Wisconsin Accident Reports	CR + 8 years		Waived		
	Work Schedules	CR + 7 years	§ 59.27(8) Wis. Stats.	Waived		
	Dispatch Center					
	Audio Tapes (e.g., 911)	CR + 121 days	§893.80 Wis. Stats.	Waived		If digital, must produce original
	Incident Record	CR + 10 years		Waived		
	Telecommunicator's Radio	CR + 120 days		Waived		
	Records					
	Accident Report	CR + 8 years		Waived		
	Accident Reports, Non-Reportable	CR + 8 years		Waived		
	Alcohol Assessments Education Referrals	CR + 5 years		Waived		
	Blueprints, Justice Department	Permanent		N/A		
	Citations	CR + 8 years		Waived		
	Contract Municipality Logs	S		Waived		
	Driver Condition Behavior Reports	CR + 2 years		Waived		
	Ignition Interlock Device Installation & Removal Record	S		Waived		
	Incident Reports	Permanent		N/A		
	Laser Logs	EVT + 8 years: EVT = End of use		Waived		
	Money Transfer Log, Front Desk	CR + 2 years		Waived		
	Orders to Produce (Writs)	S		Waived		
	Patrol Roster	CR + 2 years		Waived		
	Radar Certification Logs	EVT + 8 years: EVT = End of use		Waived		
	State Uniform Crime Report	CR + 5 years		Waived		
	Warning Notices	EVT + 6 Months: EVT = After compliance		Waived		
	Drug Unit					
	Asset Forfeiture Log	Permanent		N/A		
	Asset Forfeitures	EVT + 8 years: EVT = Given up for Auction		Waived		
	Confidential Informant File	Permanent		N/A		
	Confidential Informant Log	Permanent		N/A		
	Evidence Destruction File	EVT + 8 years: EVT = Last date of Appeal		Waived		

Record Series No.	Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (§19.33 Wis. Stats.)	Notes
	Fleet Leased Contracts	EVT + 1 year: EVT = Contract termination		Waived		
	Incident Report Log	EVT + 8 years: EVT = Date of Last Incident		Waived		
	Incident Reports	Permanent		N/A		
	Intelligence Request Log	CR + 15 years		Waived		
	Known Offender File (KOF) Lawsuits	EVT + 7 years: EVT = Date of last appeal		Waived		
	Officer's Daily Reports	CR + 7 years		Waived		
	Petty Cash Vouchers	EVT + 7 years: EVT = Audited		Waived		
	Search Warrants	EVT + 1 year: EVT = Search Completed		Waived		
	Warrant, Sex offence & Drug Activity Log Book	Permanent		N/A		
	Court Services / Warrants					
	Bailiff Time and Activity Report	CR +3 years		Waived		
	Court Security Reports	CR +3 years		Waived		
	Daily Employee Witness Court Record	S		Waived		
	Stun Belt in Custody Notification & Maintenance Log	EVT + 8 years: EVT = Date of Final Appeal		Waived		
	Warrant Cards	EVT + 1 year: EVT = Warrant Cancellation		Waived		
	Warrant, cancellation sheet from court	EVT + 7 years: EVT = Warrant Cancellation		Waived		
	Warrant, ledgers	EVT + 7 years: EVT = Warrant Cancellation		Waived		
	Warrant, problems and complaints	CR + 7 years		Waived		
	Warrants	EVT: EVT = Until Satisfied		Waived		
	Warrants, cancelled - gold sheet	EVT + 1 Month: EVT = Cancellation or Served		Waived		
	Warrants, cancelled extradition	EVT + 3 years: EVT = Warrant Cancellation		Waived		
	Administration					
	Accidents, squad	EVT + 8 years: EVT = Closed		Waived		
	Contract Logs	CR + 1 year		Waived		
	Conveyance Cards	EVT + 3 years		Waived		
	Daily Roll Call Rosters	CR + 8 years		Waived		
	Department General Orders	Permanent		N/A		
	Emergency Personnel Employee Records	S		Waived		
	False Alarm Fee Documentation, uncollectible	CR + 3 years		Waived		
	Grant Reports and Documentation	EVT + 3 years: EVT = Last Payment Received		Waived		
	Overtime Cards	CR + 7 years		Waived		
	Psychological Evaluations (Employee)	EVT + 15 years: EVT = Termination		Waived		
	Warrants, teletypes / municipalities	EVT: EVT = Warrant Cancellation		Waived		

20.	Surveyor					
	Annexation / Detachment Plats	S	§§ 66.0217, .0219, .0221, .0223 Wis. Stats.	N/A		
	Assessor's Plat	S	§ 70.27 Wis. Stats.	N/A		

Record Series No.	Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (§19.33 Wis. Stats.)	Notes
	Bulkhead Line Maps	S	§30.11(3) Wis. Stats.	N/A		
	Cemetery Plat Court Orders	S	§ 157.07 Wis. Stats.	N/A		
	Cemetery Plats	S	§ 157.07 Wis. Stats.	N/A		
	Certified Survey Maps	S	Ch. 236 Wis. Stats.	N/A		
	Condominium Instruments	S	Ch. 703. Wis. Stats.	N/A		
	Correction Instruments	S	§ 236.295 Wis. Stats.	N/A		
	County Highway Widening Plan	S	Ch. 83 Wis. Stats.	N/A		
	Official Map Certification	S	§ 62.23(6)(b) Wis. Stats.	N/A		
	PLSS Monument Records	S	Ch. A-E 7 Wis. Adm. Code	N/A		
	Property Survey Maps	S	Ch. A-E 7 Wis. Adm. Code	N/A		
	Section Corner Monument Location Documentation	Permanent	§§ 59.45, 59.74, & 59.75 Wis. Stats.	N/A		
	Subdivision Plat Court Orders	S	Ch. 236 Wis. Stats.	N/A		
	Subdivision Plats	S	Ch. 236 Wis. Stats.	N/A		
	Subdivision Replats	S	Ch. 236 Wis. Stats.	N/A		
	Town Monument Certification	S	§§ 59.45 & 60.84 Wis. Stats.	N/A		
	U.S. Geological Survey Maps	S		Waived		

21.	University Extension					
	4-H, Award/Convention Materials	CR + 50 years		Waived		
	4-H, Enrollments	CR + 25 years		Waived		
	4-H, Health Records - Summer Camp	EVT + 3 years: Child turns 21 years of age		Waived		
	Farmland Preservation Certifications	CR + 7 years		Waived		
	Garden Plot Rentals	CR + 3 years		Waived		
	Homemaker Program, Agencies / Groups	CR + 7 years		Notify		
	Homemaker Program, Participants	CR + 7 years		Waived		
	Monthly Reports, UPS, Copies, Postage	CR + 1 year		Waived		
	News Releases	CR + 2 years		Waived		
	Newsletters, Originals	CR + 25 years		Waived		
	Premium Books, County Fair	CR + 1 year		Notify		
	Program / Teaching Curriculum	S		Notify		

Record Series No.	Records Series Title	Retention Period	Authority (Creation, Retention & Disposition)	WHS Notification	General Duties of ... (§19.33 Wis. Stats.)	Notes
	Project Files	S		Waived		
	Shipping Books, UPS	CR + 1 year		Waived		
	Soil Sample Reports	CR + 2 years		Waived		
	Soil Test Receipts, Invoices	CR + 3 years		Waived		
	Volunteer Certification, VOLT, Program (Volunteer Orientation Leadership Training)	Permanent		Waived		

22.	Veterans Service					
	Cemetery List	S		Waived		
	Commemorative Event Information	CR + 10 years		Waived		
	Grave Registration Files	Permanent		Notify		
	Mailing Log, Daily In/Out	CR + 1 year		Waived		
	Military Separation Records of Veteran's	Permanent		N/A		
	Monthly Forms Tally Sheet	CR + 2 years		Waived		
	Newsletter	CR + 6 years		Send a copy to Librarian: WI Veterans Museum, 30 W. Mifflin St., Madison, WI 53703		
	News Releases	CR + 6 years		Waived		
	Office Critiques	CR + 2 years		Waived		
	Regulations	S		Waived		
	Veteran's Benefit Case Files	EVT + 2 years: EVT = Death		Waived		C
	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 years		Waived		
	Wisconsin Department of Veterans' Affairs Bulletins	Permanent		N/A		

Addendum A

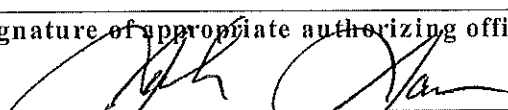
COUNTY RECORDS RETENTION/DISPOSITION SCHEDULE

NOTIFICATION OF ADOPTION

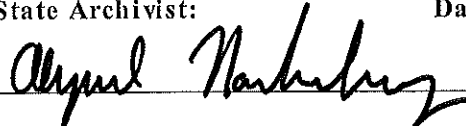

1. Officially [by adoption of a resolution or enactment of an ordinance] adopt, revise and adopt, or opt out¹
2. Complete and send the original and 2 copies to: State Archivist, State Historical Society of Wisconsin, 816 State Street, Madison, Wisconsin 53706-1488.
3. A signed copy will be returned for your files and the additional copies will be filed with the State Archives and with the Public Records Board.
4. Destruction of records according to this schedule is NOT permitted until this form is signed by the State Historical Society of Wisconsin and, for records less than 7 years old, the Wisconsin Public Records Board.

County: Lafayette	Telephone (area code/no.): 608-776-4856
Address (Street, City and Zip): 626 Main Street, Darlington WI 53530	

This is to notify the State Historical Society of Wisconsin and the Wisconsin Public Records Board that the county named above has officially adopted the County Records/Disposition Schedule.

Name of appropriate authorizing official (County Board Chairperson or County Administrator/Executive): Jack Sauer	Title: County Board Chairman
Signature of appropriate authorizing official: 	Date signed (mo/day/yr): 9-28-20

The Wisconsin Public Records Board and the State Historical Society of Wisconsin acknowledge your Notification of Adoption of the County Records/Disposition Schedule. You are hereby authorized to retain, transfer, and dispose of records as indicated on the schedule.

State Archivist: 	Date Signed: 2/18/21	Executive Secretary-PRB: 	Date Signed: 2/23/2021
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Restrictions on records destruction contained in s. 19.35(5), WI Statutes (Open Records Law), apply prior to destruction. No records should be destroyed if a request for inspection or copying is pending or if litigation involving these records has commenced.

¹Opting in (in whole or part) will not obligate a county to create a record. Doing so only requires that a county follow the retention schedule / disposition guidelines if such records exist (i.e., county has created or received such records).

If opt out in part (i.e., revise and opt in)... a county would need to develop and obtain PRB approval of an independent records retention schedule / disposition guidelines for those areas not covered.

If opt out in whole... a county would need to develop and obtain PRB approval of an independent / separate records retention schedule / disposition guidelines.

County Clerk
Addendum B

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

County Clerk
Addendum B

Records Series	Retention	Authority	Notification
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

County Clerk
Addendum B

Records Series	Retention	Authority	Notification
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

County Clerk
Addendum B

Records Series	Retention	Authority	Notification
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

County Clerk
Addendum B

Records Series	Retention	Authority	Notification
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

County Clerk
Addendum B

Records Series	Retention	Authority	Notification
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

County Clerk
Addendum B

Records Series	Retention	Authority	Notification
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

Addendum B


**COUNTY CLERK
RECORDS RETENTION SCHEDULE**

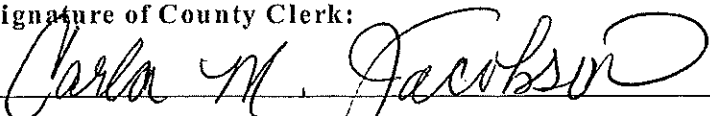
NOTIFICATION OF ADOPTION

1. Officially adopt the general schedule by means of a county resolution or ordinance.
2. Complete and send the original and 2 copies to: State Archivist, State Historical Society of Wisconsin, 816 State Street, Madison, Wisconsin 53706-1488.
3. A signed copy will be returned for your files and the additional copies will be filed with the State Archives and with the Public Records Board.
4. Destruction of records according to the general schedule is NOT permitted until this form is signed by the State Historical Society of Wisconsin and, for records less than 7 years old, the Wisconsin Public Records Board.

County: Lafayette	Telephone (area code/no.): 608-776-4856
Address (Street, City and Zip): 626 Main Street, Darlington, WI 53530	

This is to notify the State Historical Society of Wisconsin and the Wisconsin Public Records Board that the county named above has officially adopted the County Clerk Records Retention Schedule.

Name of appropriate authorizing official (County Board Chairperson or County Administrator/Executive): Jack Sauer	Title: County Board Chairman
Signature of appropriate authorizing official: 	Date signed (mo/day/yr): 9-28-20

County Clerk (please print): Carla M. Jacobson	
Signature of County Clerk: 	Date signed: 09-21-2020

The Wisconsin Public Records Board and the State Historical Society of Wisconsin acknowledge your Notification of Adoption of the County Clerks Retention Schedule. You are hereby authorized to retain, transfer, and dispose of records as indicated on the schedule.

State Archivist:	Date Signed:	Executive Secretary-PRB:	Date Signed:
<i>Allyson M. Kelly</i>	2/15/21	<i>Tom Brennan</i>	2/23/2021

Restrictions on records destruction contained in s. 19.35(5), WI Statutes (Open Records Law), apply prior to destruction. No records should be destroyed if a request for inspection or copying is pending or if litigation involving these records has commenced.

County Treasurer
Addendum C

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

County Treasurer
Addendum C

Records Series	Retention	Authority	Notification
Sale assessments	CR + 7 years	-	Waived
Suit tax, monthly	CR + 7 years	-	Waived
Tax deeds, foreclosure	CR + 15 years	s. 75.19	Waived
		75.195	
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
RECORDS RETENTION SCHEDULE**

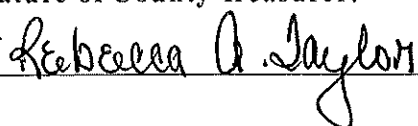
NOTIFICATION OF ADOPTION

1. Officially adopt the general schedule by means of a county resolution or ordinance.
2. Complete and send the original and 2 copies to: State Archivist, State Historical Society of Wisconsin, 816 State Street, Madison, Wisconsin 53706-1488.
3. A signed copy will be returned for your files and the additional copies will be filed with the State Archives and with the Public Records Board.
4. Destruction of records according to the general schedule is NOT permitted until this form is signed by the State Historical Society of Wisconsin and, for records less than 7 years old, the Wisconsin Public Records Board.

County: Lafayette	Telephone (area code/no.): 608-776-4862
Address (Street, City and Zip): 626 Main Street, Darlington WI 53530	

This is to notify the State Historical Society of Wisconsin and the Wisconsin Public Records Board that the county named above has officially adopted the County Treasurer Records Retention Schedule.

Name of appropriate authorizing official <i>(County Board Chairperson or County Administrator/Executive):</i> Jack Sauer	Title: County Board Chairman
Signature of appropriate authorizing official: 	Date signed (mo/day/yr): 9-28-20

County Treasurer (please print): Rebecca A. Taylor	
Signature of County Treasurer: 	Date signed: 9-16-2020

The Wisconsin Public Records Board and the State Historical Society of Wisconsin acknowledge your Notification of Adoption of the County Treasurer Retention Schedule. You are hereby authorized to retain, transfer, and dispose of records as indicated on the schedule.

State Archivist:	Date Signed:	Executive Secretary-PRR:	Date Signed:
<i>Alfred Mubley</i>	2/15/21	<i>Tom Brennan</i>	2-23-2021

Restrictions on records destruction contained in s. 19.35(5), WI Statutes (Open Records Law), apply prior to destruction. No records should be destroyed if a request for inspection or copying is pending or if litigation involving these records has commenced.

Retention and Disposal of Court Records

Addendum D

The retention and disposal of court records is governed by Section 757.54 Wisconsin Statutes and Chapter SCR 72. A summary of the statutory and rule provisions follows.

Section 757.54 Wisconsin Statutes-Retention and Disposal of Court Records.

Provides that "...the retention and disposal of all court records and exhibits in any civil or criminal action or proceeding or probate proceeding of any nature in a court of record shall be determined by the supreme court by rule..."

Chapter WI SCR 7 2-Retention and Maintenance of Court Records.

WI SCR 72.01.

Establishes the minimum retention periods for original paper records of any court.

WI SCR 72.02.

Sets out the procedure for disposal of court records.

WI SCR 72.03.

Provides for the destruction of original court record after microfilming or electronically or optically storing.

WI SCR 72.04.

Requires that, prior to destruction, the custodian of the court record provide notice and offer title to the state historical society.

WI SCR 72.03.

Destruction of Original Court Record after Microfilming or Electronically or Optically Storing.

WI SCR 72.06.

Addresses expunction of a court record.

Section 757.54 Wisconsin Statutes and Chapter WI SCR 72 are incorporated herein by reference as presently constituted or hereafter revised.

Retention and Disposal of Court Records

The retention and disposal of court records is governed by Section 757.54 Wisconsin Statutes and **Chapter SCR 72. A summary of the statutory and rule provisions follows.**

Section 757.54 Wisconsin Statutes - Retention and Disposal of Court Records.

Provides that "...the retention and disposal of all court records and exhibits in any civil or criminal action or proceeding or probate proceeding of any nature in a court of record shall be determined by the supreme court by rule..."

Chapter WI SCR 72 – Retention and Maintenance of Court Records.

WI SCR 72.01.

Establishes the minimum retention periods **for original paper records of any court.**

WI SCR 72.02.

Sets out the procedure for disposal of court records.

WI SCR 72.03.

Provides for the destruction of original court record after microfilming or electronically or optically storing.

WI SCR 72.04.

Requires that, prior to destruction, the custodian of the court record provide notice and offer title to the state historical society

WI SCR 72.03.

Destruction of Original Court Record after Microfilming or Electronically or Optically Storing.

WI SCR 72.06.

Addresses expunction of a court record.

Section 757.54 Wisconsin Statutes and Chapter WI SCR 72 are incorporated herein by reference as presently constituted or hereafter revised.

Register of Deeds-Permanent
Addendum E

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

Register of Deeds-Permanent
Addendum E

Record Series	Retention & Authority	Notification
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

Register of Deeds-Permanent
Addendum E

Record Series	Retention & Authority	Notification
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

Register of Deeds-Permanent
Addendum E

Record Series	Retention & Authority	Notification
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

Register of Deeds-Permanent
Addendum E

Record Series	Retention & Authority	Notification
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

Register of Deeds-Permanent
Addendum E

Record Series	Retention & Authority	Notification
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-Non Permanent
Addendum E

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

Register of Deeds-Non Permanent
Addendum E

Records Series	Retention & Authority	Notification
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, occupancy	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

Register of Deeds-Non Permanent
Addendum E

Records Series	Retention & Authority	Notification
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

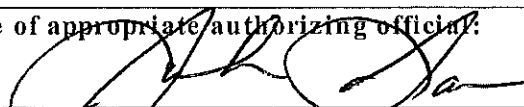
**REGISTER OF DEEDS
RECORDS RETENTION SCHEDULE**


NOTIFICATION OF ADOPTION

1. Officially adopt the general schedule by means of a county resolution or ordinance.
2. Complete and send the original and 2 copies to: State Archivist, State Historical Society of Wisconsin, 816 State Street, Madison, Wisconsin 53706-1488.
3. A signed copy will be returned for your files and the additional copies will be filed with the State Archives and with the Public Records Board.
4. Destruction of records according to the general schedule is NOT permitted until this form is signed by the State Historical Society of Wisconsin and, for records less than 7 years old, the Wisconsin Public Records Board.

County: Lafayette	Telephone (area code/no.): 608-776-4838
Address (Street, City and Zip): 626 Main Street, Darlington WI 53530	

This is to notify the State Historical Society of Wisconsin and the Wisconsin Public Records Board that the county named above has officially adopted the Register of Deeds Records Retention Schedule.

Name of appropriate authorizing official (County Board Chairperson or County Administrator/Executive): Jack Sauer	Title: County Board Chairman
Signature of appropriate authorizing official: 	Date signed (mo/day/yr): 9-28-20

Register of Deeds (please print): Joseph G. Boll	
Signature of Register of Deeds: 	Date signed: 9/16/20

The Wisconsin Public Records Board and the State Historical Society of Wisconsin acknowledge your Notification of Adoption of the Register of Deeds Retention Schedule. You are hereby authorized to retain, transfer, and dispose of records as indicated on the schedule.

State Archivist:	Date Signed:	Executive Secretary-PRR:	Date Signed:
<i>Allyson Hubby</i>	<i>2/15/21</i>	<i>Tom Brennan</i>	<i>2/23/2021</i>

Restrictions on records destruction contained in s. 19.35(5), WI Statutes (Open Records Law), apply prior to destruction. No records should be destroyed if a request for inspection or copying is pending or if litigation involving these records has commenced.

District Attorney
Addendum F

Records Series	Retention	Authority	Notification
Breathalyzer Unit Certification	S	s. 978.07(1)(d)	Waived
Check Complaints	EVT		Waived
Check Ledger Cards	CR + 7 years		Waived
Civil Cases	EVT + 3 years: 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 years: 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 years: 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

Memorial Hospital of Lafayette County

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POLICY AND PROCEDURE MANUAL

DEPT: Health Information Management
SUBJECT: Retention of Medical Staff Documents
DATE: June 2008
Revised:
PAGE: 1 of 3

Reviewed/Initial	
02/15 AT	
02/16 AT	
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07/19 SB	

PURPOSE:

To establish guidelines for the retention of Medical Staff documents and related quality data as follows:

- a. To provide guidelines for the maintenance of records and information relating to the following programs, which the hospital has organized and operates to help improve the quality of health care, and to avoid improper utilization of documents relating to assessment, performance improvement and peer review activities.
- b. To enhance quality patient care within the hospital by encouraging good faith credentialing, quality assessment, performance improvement, and peer review activities among Medical Staff members, and appropriate personnel of the hospital.

APPLICATION:

This policy shall apply to records maintained by Memorial Hospital of Lafayette County, including, but not limited to:

- a. The credentials and peer review files of individual practitioners
- b. Records and minutes of all Medical Staff committees (whether standing or special)
- c. Records of all Medical Staff credentialing, quality assessment, performance improvement, and peer review activities conducted
- d. Continuing Medical Education (CME) Accreditations, program notices and related program evaluations
- e. Medical Staff minutes (i.e. Full Medical Staff minutes)
- f. All Incident Reports (Patient & non-patient incidents)
- g. Surgical Indication Monitoring System (SIMS) criteria
- h. Past Accreditation Certifications and documentation (including periodic performance evaluations)
- i. Records and minutes of any Conference Committee
- j. Records of any Medical Staff hearings or appellate reviews

RECORDS RETENTION SCHEDULE

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Record Type	Minimum Retention Period	Reference Notes
Medical Staff Files: a. Medical Staff Minutes b. By-Laws c. Rules and Regulations d. Corrective Action/Fair Hearing Plan	Permanently	No specific regulation governing retention of credential files.
Medical Staff Committee Minutes	Permanently	
Files of Individual Appointees/AHP's	Permanently	
Medical Staff Peer Review Forms	10 Years	Legal Recommendation
Patient Complaint Documentation	10 Years	Legal Recommendation
Incident Reports	10 Years	Legal Recommendation
Statistical Reports	Permanently	
Student Records	Permanently	

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Past Accreditation Documents & Documentation	Permanently	
Surgical Indication Monitoring System (SIMS) Criteria	10 Years	
Hospital Continuing Medical Education (CME) Accreditations	20 Years	
Continuing Medical Education (CME) Program Evaluations and Related Program Notices	10 Years	
Emergency Room Physician Hospital Schedules	10 Years	EMTALA/legal recommendation
Physician Call Schedules	10 Years	EMTALA/legal recommendation
Conference Committee Minutes	Permanently	SMC Governing Body must establish Retention Policy for this area.
Medical Staff Hearing and Appellate Review Records	The earlier of: (1) 3 years after the individual's death; or (2) 20 years from date of final decision	
Quality Improvement Documentation	7 Years	
Quality Improvement Minutes	7 Years	
Quality Monitoring Data	7 Years	Legal Recommendation

Memorial Hospital of Lafayette County & Primary Care Clinics

Darlington, WI 53530

POLICY AND PROCEDURE MANUAL

DEPT:	HIM Department	Reviewed/Initial	
SUBJECT:	Retention of Protected Health Information (PHI)	02/15 AT	10/19 SB
DATE:	October 11, 2013	02/16 AT	
REVISED	October 22, 2019	09/16 AT	
PAGE:	Page 1 of 2	03/18 SB	
		4/19 SB	

SCOPE OF POLICY

This policy applies to Memorial Hospital of Lafayette County (MHLC), its participating physicians and clinicians, and all Hospital employees and business units who provide management, administrative, financial, legal, and operational support to or on behalf of MHLC.

STATEMENT OF POLICY

MHLC strives to ensure the privacy and security of all patient/clients' protected health information (PHI) in the maintenance, retention, and eventual destruction/disposal of such information. Destruction/disposal of this information in whatever format shall be carried out in accordance with federal and state law, and as specified in the ePHI and PHI Disposal policy. The schedule for destruction/disposal shall be suspended for records involved in any open investigation, audit, or litigation.

IMPLEMENTATION OF POLICY

A. DEFINITIONS

I. Protected Health Information ("PHI"): Is health information or health care payment information, including demographic information, which identifies the individual or can be used to identify the individual.

II. HIPAA: Health Insurance Portability and Accountability Act of 1996.

B. PROCEDURES

- a. All destruction/disposal of PHI will be done in accordance with applicable federal and state law and the MHLC ePHI and PHI Disposal policy, or other applicable

MHLC policy. Records that have satisfied the period of retention may be destroyed/disposed of by an appropriate method as listed in the Destruction and Disposal of PH Policy.

1. All Hospital paper charts of patients with a date of service prior to 2008 are being stored at Access (a record storage company in Madison, WI) 2008 date of service to current all medical records whether originating from paper or electronic will be stored in the MHLC's Medhost electronic health record. Dates of service 11/5/2018 and after are located in the Epic EHR.
 2. All Primary Care Clinic paper charts with a date of service prior to 2013 are stored at Access. 2013 date of service through 11/5/2018 are stored electronically in Greenway EHR. 11/5/2018 through current are stored electronically in Epic.
 3. Original copies of EKG's, stress test strips, and fetal activity monitor strips prior to EPIC (11/5/2018) are currently kept inhouse.
- ii. Death Charts
1. 2008 and prior, paper death charts were sent to Access 12 months after expiration. Currently all charts are electronic and will be stored in MHLC's electronic health records.

II. Refer to the Destruction and Disposal policy for disposal requirements.

III. Records containing PHI scheduled for destruction/disposal will be secured against unauthorized or inappropriate access until the destruction/disposal of patient/client information is complete.

REFERENCES

895.505 Wisconsin Statutes (Disposal of records)
146.817 Wisconsin Statutes (fetal tracings)
45 CFR 164.530 (c) (HIPAA Privacy Rule)

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DEPT: HIM
SUBJECT: Destruction and Disposal of Protected Health Information (PHI)
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MHLC Policy: Destruction & Disposal of PHI

PURPOSE

To establish guidelines, in accordance with Wisconsin State Statutes and Federal Regulations, for the retention and destruction of patient medical records as well as other records kept in or by Health Information Management.

SCOPE OF POLICY

This policy applies to Memorial Hospital of Lafayette County (MHLC), its participating physicians and clinicians, and all Hospital employees and business units who provide management, administrative, financial, legal, and operational support to or on behalf of MHLC.

STATEMENT OF POLICY

MHLC strives to ensure the privacy and security of all patient/clients' protected health information (PHI) in the maintenance, retention, and eventual destruction/disposal of such information. Destruction/disposal of this information in whatever format shall be carried out in accordance with federal and state law, and as specified in the unit's retention policy. The schedule for destruction/disposal shall be suspended for records involved in any open investigation, audit, or litigation.

IMPLEMENTATION OF POLICY

A. DEFINITIONS

Memorial Hospital of Lafayette County & Primary Care Clinics

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I. Protected Health Information (“PHI”): Is health information or health care payment information, including demographic information, which identifies the individual or can be used to identify the individual.

II. HIPAA: Health Insurance Portability and Accountability Act of 1996.

III. Inactive Patient : A Patient whom has not been seen at Memorial Hospital of Lafayette County or Memorial Hospital of Lafayette County Primary Care Clinics for at least 10 years.

B. PROCEDURES

It is the policy of this facility, as of 11/1/2019, to only destruct/dispose of records of deceased or inactive patients.

I. Clinic Records

- a. Clinic records are stored off-site at Access, a secured site.
- b. Clinic paper records are destroyed if the patient has not been seen in the clinic for 10 years. If one of the following exceptions applies, then the records are maintained for an additional period as described
 - i. Records of minor patients are maintained until the patient is age 25.
 - ii. OB and prenatal records are maintained for 21 years post-delivery.
 - iii. Any fetal tracings/Fetal Monitor Strips are maintained for 10 years from date of test.
 - iv. Behavioral Health records of minors are maintained until the patient is age 26.

II. Hospital Records

- a. Hospital records are stored off-site at Access, a secured site.
- b. Hospital paper records are destroyed if the patient has not been seen at the hospital for 10 years. If one of the following exceptions applies, then the records are maintained for an additional period as described:
 - i. Records of minor patients are maintained until the patient is age 25.
 - ii. OB and prenatal records are maintained for 21 years post-delivery.

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- iii. Any fetal tracings/Fetal Monitor Strips are maintained for 10 years from date of test.
- iv. Behavioral health records of minors are maintained until the patient is age 26.
- v. Implant records are kept permanently.

III. Death Charts

- a. Destruction at least 10 years after date of expiration
 - i. Minor Death charts will be maintained until the patient's 25th birthday and at least 10 years after date of expiration.

IV. Electronic Legacy Systems

- a. In the event that data is unable to be converted when implementing a new electronic medical record system, the legacy system(s) will be maintained for the retention periods as indicated in this policy.

A. All destruction/disposal of PHI will be done in accordance with applicable federal and state law and the MHLC unit's retention policy, or other applicable MHLC policy. Records that have satisfied the period of retention may be destroyed/disposed of by an appropriate method as listed in the following pages.

B. Records containing PHI that are not originals and that have no retention of record requirements (i.e. provider copies, shadow charts, etc.) will be destroyed /disposed by shredding or other comparable method determined by each unit. Certification of destruction/Destruction Log of non-originals is not required.

C. Records containing PHI scheduled for destruction/disposal will be secured against unauthorized or inappropriate access until the destruction/disposal of patient/client information is complete.

D. A contract between MHLC and a business associate will provide that, upon termination of the contract, the business associate will return or destroy/dispose of all PHI. When such return or destruction/disposal is not feasible, the contract must limit the use and disclosure of the PHI to the purposes that prevent its return or destruction/disposal.

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E. A Destruction Log must be maintained to identify the destroyed records. The Destruction log will capture the below information:

1. Patient/Record Identifiers (Patient name, MRN, DOB, Date of expiration)
2. Date of Destruction
3. Method of Destruction
4. Destroyed by

F. A certificate of all destruction/disposal of original medical/client records will be made and retained permanently if the records are destroyed off-site through a destruction company. Permanent retention is required because the records of destruction/disposal may be needed to demonstrate that the records containing PHI were destroyed/disposed of in the regular course of business. Certificates of destruction/disposal should include:

1. Date of destruction/disposal.
2. Method of destruction/disposal.
3. Description of the destroyed/disposed record series or medium.
4. Inclusive dates covered.
6. The signatures of the individuals supervising and witnessing the destruction/disposal (when appropriate).

G. If destruction/disposal services are contracted, the contract should include all of the following elements:

1. Specify the method of destruction/disposal.
2. Specify the time that will elapse between acquisition and destruction/disposal of data/media.
3. Establish safeguards against breaches in confidentiality.
4. Provide proof of destruction/disposal.

H. PHI will be destroyed/disposed of using a method that ensures the PHI cannot be recovered or reconstructed. Appropriate methods for destruction/disposal are outlined in the following paragraphs.

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Medium Recommendation: Audiotapes

Methods for destroying/disposing of audiotapes include recycling (tape over) or pulverizing.

Medium Recommendation: Computerized Data/Computers & Hard Disk Drives

Methods of destruction/disposal should destroy/dispose of data permanently and irreversibly. Methods may include overwriting data with a series of characters or reformatting the disk (destroying everything on it). Deleting a file on a disk does not destroy/dispose of the data, but merely deletes the filename from the directory, preventing easy access and making the sector available on the disk so it may not be overwritten. Total data destruction/disposal does not occur until the back-up tapes have been overwritten.

Medium Recommendation: Computer Data/Magnetic Media

Methods may include overwriting data with a series of characters or reformatting the tape (destroying everything on it). Total data destruction does not occur until the back-up tapes have been overwritten. Magnetic degaussing will leave the sectors in random patterns with no preference to orientation, rendering previous data unrecoverable.

Medium Recommendation: Computer Diskettes

Methods for destroying/disposing of diskettes include reformatting, pulverizing, or magnetic degaussing. Laser Disks used in "write once-read many" (WORM) document imaging cannot be altered or reused, making pulverization an appropriate means of destruction/disposal.

Medium Recommendation: Microfilm/Microfiche

Methods for destroying/disposing of microfilm or microfiche include recycling and pulverizing.

Medium Recommendation: Paper Records

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Paper records should be destroyed/disposed of in a manner that leaves no possibility for reconstruction of information. Appropriate methods for destroying/disposing of paper records include: burning, shredding, pulping, and pulverizing.

Medium Recommendation: Videotapes

Methods for destroying/disposing of videotapes include recycling (tape over) or pulverizing.

I. The methods of destruction/disposal will be reassessed periodically, based on current technology, accepted practices, and availability of timely and cost-effective destruction/disposal services.

REFERENCES

895.505 Wisconsin Statutes (Disposal of records)
146.819 Wisconsin Statutes (Disposition of records-cease practice)
146.817 Wisconsin Statutes (fetal tracings)
s.124.14 (2) (c) – WI Admin code DHS
42 CFR 485.638 (c)
45 CFR 164.530 (c) (HIPAA Privacy Rule)

Lafayette Manor
Darlington, WI 53530

Policy For Retention and Destruction of Paper Protected Health Information

It shall be the policy of Lafayette Manor to complete and store patient health information in a timely manner within 60 days following a resident's discharge or death.

The facility has space provided for the storage and safe keeping of PHI in the Health Information office and the 1st floor locked storage area.

The original PHI and legible copy or copies of Court orders or other documents, if any, authorizing another person to speak or act on behalf of this resident shall be retained for a period of ten (10) years following the resident's most recent discharge or death.

PHI may be destroyed, at the discretion of the Administrator/Interdisciplinary Team, after the resident has been discharged or deceased over ten (10) years.

The confidentiality of PHI is always obtained.

Lafayette Manor will permanently retain the original Identification sheet (face sheet) diagnosis list and discharge summary, which includes the final diagnosis, primary physician, date of admission and discharge. These forms will be filed numerically in the appropriate folder in the Health Information office file cabinet. The remainder of the medical record will be placed in the locked console, provided by Shred-It, located in the Health Information Department.

A notation will be made on the Master Patient Index, located in the Health Information office, to indicate that the record has been destroyed along with the date of destruction.

If at any time the ownership of the facility changes, the medical records and indexes will remain with the facility.