

ORDINANCE #21-07

AMENDING CHAPTER 2 OF THE VILLAGE CODE OF ORDINANCES REGARDING PUBLIC RECORDS, DESTRUCTION OF RECORDS

THE VILLAGE BOARD OF THE VILLAGE OF JACKSON, WASHINGTON COUNTY, WISCONSIN, does hereby ordain the following changes to the Village Code:

Section 2-344. of the Village Code of the Village of Jackson is hereby changed for the addition of wording to read as follows:

Sec. 2-344. – Destruction of records.

- (a) The Village adopts the General Records Schedule for Wisconsin Municipal and Related Records (the "Wisconsin Municipal Records Schedule" or "WMRS") promulgated by the Wisconsin Public Records Board. A copy of the currently effective Wisconsin Municipal Records Schedule shall be kept on file in the office of the Village Clerk. Unless a different retention period is required by law, any record kept and preserved under this section which is considered obsolete may be destroyed pursuant to the schedule established in the WMRS. For any obsolete record which is not specifically identified in the WMRS, destruction shall occur not less than 7 years after the record was effective. This section shall supersede any previous records scheduled adopted by the Village.
- (b) The Wisconsin State Historical Society shall be notified at least 60 days prior to the destruction of any record under Wis Stat. § 19.21(4)(a), unless the State Historical Society has otherwise waived the notification requirement.
- (c) Any tape recordings of a government meeting of the Village may be destroyed, erased or reused no sooner than 90 days after the minutes of the meeting have been approved and published if the purpose of the recording was to make minutes of the meeting.
- (d) This section shall not be construed to authorize the destruction of any public record after a period less than prescribed by statute or State administrative regulations.

All other provisions of the Village of Jackson Code of Ordinances remain in full force and effect.

All relevant Village officials are hereby authorized and directed to take all action necessary to implement this Ordinance.

Introduced by: Mike Schwab

Seconded by: Brian Heckendorf

Vote: 7 aye 0 nay

Passed and approved September 14, 2021

VILLAGE OF JACKSON

By: Michael E. Schwab
Michael E. Schwab, Village President

Attest:

Jilline S. Dobratz
Jilline S. Dobratz, Village Clerk

Proof of Posting:

I, the undersigned, certify that I posted copies of this Ordinance on bulletin boards at the Village Hall, Post Office and one other location in the Village.

Jilline S. Dobratz
Village Official

September 16, 2021
Date