

## Chapter 243

### RECORDS

**[HISTORY: Adopted by the Town Board of the Town of Scott as indicated in article histories. Amendments noted where applicable.]**

#### ARTICLE I Records Retention and Disposition [Adopted 12-9-2008]

##### **§ 243-1. Financial records.** <sup>1</sup>

Town officers may destroy the following nonutility records of which they are the legal custodians and which are considered obsolete, after completion of any required audit by an auditor licensed under Ch. 442, Wis. Stats., but not less than seven years after payment or receipt of any sum involved in the particular transaction, unless a shorter period has been fixed by the State Public Records Board pursuant to § 16.61(3)(e), Wis. Stats., and then after such shorter period:

- A. Per the Wisconsin Municipal Records Retention Schedule (Sections 11-3 through 11-10) attached hereto and made part of this article.<sup>2</sup>

##### **§ 243-2. Utility records.** <sup>3</sup>

Town officers may destroy the following utility records of which they are the legal custodians and which are considered obsolete after completion of any required audit by an auditor licensed under Ch. 442, Wis. Stats., subject to state Public Service Commission regulations, but not less than seven years after the record was effective unless a shorter period has been fixed by the State Public Records Board pursuant to § 16.61(3)(e), Wis. Stats., and then after such a shorter period, except that water stubs, receipts of current billings and customers' ledgers may be destroyed after two years:

- A. Per the Wisconsin Municipal Records Retention Schedule (Sections 11-3 through 11-10) attached here to and made part of this article.<sup>4</sup>

##### **§ 243-3. Other records.**

Town officers may destroy the following records of which they are the legal custodian and which are considered obsolete, but not less than seven years after the record was effective unless another period has been set by statute, and then after such a period, or

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

<sup>2</sup>. Editor's Note: The Municipal Records Retention Schedule is included at the end of this chapter.

<sup>3</sup>. Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. II).

<sup>4</sup>. Editor's Note: The Municipal Records Retention Schedule is included at the end of this chapter.

unless a shorter period has been fixed by the State Public Records Board pursuant to § 16.61(3)(e), Wis. Stats., and then after such a shorter period:

- A. Per the Wisconsin Municipal Records Retention Schedule (Sections 11-3 through 11-10) attached hereto and made part of this article.<sup>5</sup>

**§ 243-4. Historical society notification.**

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

**§ 243-5. Retention period.**

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

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<sup>5</sup>. Editor's Note: The Municipal Records Retention Schedule is included at the end of this chapter.