

2.08 DESTRUCTION OF OBSOLETE PUBLIC RECORDS. (1) Financial Records. The legal custodian may, with unanimous approval of the entire Town Board, destroy the following records of which he/she is the legal custodian and which are considered obsolete, provided that at least a sixty day notice has been given to the historical society as required by Wisconsin Statute 19.21 (4), but not less than 7 years after payment or receipt of any sum involved in the particular transaction unless a shorter period has been fixed or will in the future be fixed by the Town Board on public records and then after such shorter period:

- (a) Bank statements, deposit books, slips and stubs.
- (b) Bond and coupons after maturity.
- (c) Cancelled checks, duplicates and check stubs.
- (d) License and permit applications, stubs and duplicates.
- (e) Official bonds.
- (f) Payrolls and other time and employment records of personnel included under the Wisconsin Retirement Fund.
- (g) Receipt forms.
- (h) Vouchers, requisitions, purchaser orders and all other supporting documents pertaining thereto.
- (i) Vouchers and supporting documents pertaining to charges not included in plant accounts of municipal utilities and the sewer department.

(2) Other Records. The legal custodian may destroy the following records and which are considered obsolete, but not less than 7 years after the record was effective and compliance with Wisconsin Statute 19.21(4).

- (a) Contracts and papers relating thereto.
- (b) Correspondence and communications.
- (c) Financial reports other than annual financial reports.
- (d) Insurance policies.
- (e) Oaths of office.
- (g) Resolutions and petitions.
- (h) Voter record cards.

(3) 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 regulation.