

TOWN OF OSCEOLA
POLK COUNTY WISCONSIN

ORDINANCE # 23-01-02

TO ADOPT THE WISCONSIN MUNICIPAL RECORDS SCHEDULE

The Town Board of Supervisors of the Town of Osceola, Polk County, Wisconsin, hereby ordains as follows:

SECTION I: PURPOSE.

The Town of Osceola finds that it is in the administration interest of the Town to Adopt the Wisconsin Municipal Records Schedule. The purpose of this ordinance is to provide the legal custodian(s) of public records in the possession of the Town of Osceola with the authority to retain and destroy those records.

SECTION II: AUTHORITY.

The Town Board of the Town of Osceola, Polk County, Wisconsin, has the specific authority under ss. 60.83 and ss. 19.21(4), Wis. Stats., to adopt an ordinance to address the management and destruction of public records.

SECTION III: ADOPTION OF WISCONSIN MUNICIPAL RECORDS SCHEDULE.

The Wisconsin Municipal Records Schedule, as approved by the Public Records Board on August 27, 2018, attached hereto and incorporated herein by reference, is hereby adopted by the Town Board as the Town's official record retention schedule.

SECTION IV: NOTIFICATION TO WISCONSIN STATE HISTORICAL SOCIETY

When a record has met the terms of the retention period, the record may be destroyed by the legal custodian of the record, provided the custodian has complied with the notification requirement set forth in s. 19.21(4), Wis. Stats., to the Wisconsin State Historical Society.

SECTION V: CONFLICT

In the event of any conflict between the terms of this ordinance and any applicable state statute, the applicable state statute shall control.

SECTION VI: REVOCATION OF PRECEDING ORDINANCE

This ordinance hereby revokes and supersedes any prior resolutions or ordinances adopted by the Town Board relating to the retention and/or destruction of public records of the Town of Osceola.

SECTION VII: EFFECTIVE DATE

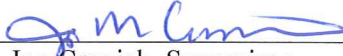
This ordinance shall become effective upon its publication and/or posting in the manner set forth in s. 60.80, Wis. Stats.

Passed this 6th Day of February, 2023

By the Town Board of the Town of Osceola



Dale Lindh, Chair



Jon Cronick, Supervisor

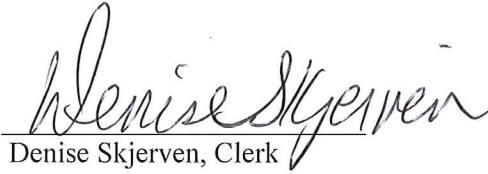


Tony Johnson, Supervisor



Debbie Thompson, Supervisor

ATTEST:



Denise Skjerven, Clerk

Voice Vote
3 Ayes; 0 Nays; X Roll Call Vote
1 Absent/Abstain