

**SCHEDULE A**

<u>DEPARTMENT</u>	<u>TYPE OF RECORD</u>	<u>METHOD OF PRESERVING</u>	<u>LENGTH OF TIME ORIGINAL TO BE RETAINED</u>	<u>REMARKS</u>
County Clerk	"State Historical Society Records Retention Schedule governs the retention and destruction of County Clerk Records.			
County Board	1. Minutes	Microfilm to 1979	Indefinite	
	2. Resolutions, Reports	Microfilm to 1979	59.716(3), 6 years	
	3. Committee, Board & Commission Minutes	None	Indefinite	
	4. Weekly Meeting Notices	None	Indefinite	
Finance Dept. Books of Original Entry	1. General Ledger	Microfiche	15 years	Ledger cards prior to 1986
	2. Trial Balance	None	Until audited only	Prior to 1986
	3. Receipts Journal	None	15 years	
	4. A/P Voucher Register	None	15 years	On microfiche after 1986
	5. General Journal	None	15 years after 1986	3-ring notebooks
	6. Journal Voucher	None	15 years	
	7. Appropriation Journal	None	15 years	Part of Acct. Master & Computer Printout
Finance	8. Voucher (Source Document)	None	15 years	

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Finance Dept. Budgets & Audits	1. Budget Worksheets	None	3 years	
	2. Final Adopted Budget	None	Retain permanently	Previous year on computer
	3. Audit Reports	None	"	Balance on hard copy
	4. Indirect Cost Plan	None	7 years	
Finance Dept. Long Term Debt	1. Cancelled Bonds, Coupons & Promissory Notes	None	7 years after maturity	
	2. Bond and Coupon Records	None	"	
Finance Dept. Miscellaneous	1. Interim Financial Reports	None	Until audited	Prior to 1986 hard copy only
	2. Annual Financial Reports	None	Retain permanently	1986 & forward-computer tape; current & previous

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	3. Duplicate Receipts of	None	7 years	Section 59.715, Stats.
	4. Duplicate Checks	None	7 years	
	5. Contracts & Leases of	None	7 years after expiration	Section 59.715(10), Stats.
	6. Bids & Quotes	None	7 years after the last effective day thereof	
	7. Invoices/Vouchers & All Other Supporting Document Pertinent Thereto	None	7 years	Section 59.715(10), Stats.
	8. Check Register	None	7 years	1986 & after on microfiche
	9. Purchase Orders	None	7 years	
	10. Purchase Requisitions	None	Until Audited	
	11. Accounts Receivable	None	7 years	
	12. Employee Time Sheets	None	2 years	
	13. General Correspondence	None	10 years	

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Finance (con't)	14. Notice of Tax Apportionment from State	None	3 years	
	15. Copies of Notices of Tax Apportionment Sent to Local Taxing Districts	None	3 years	
	16. Illegal Tax Certificates Charged Back to Local Taxing Districts	None	3 years after date of charging back	Section 59.715
	17. Claims Paid by County & Supporting Papers	None	7 years	"
	18. Insurance Policies & Claims	None	7 years after the last effective day thereof	"
Finance Dept. Payroll	1. Payroll Support Records	None	5 years, provided record is audited Require Retention for 5 years; Wis. Adm. Code, Sec. Ind. 72.11 requires a 3-year retention period	Internal Revenue Code Regulations
	2. Payroll Withholding Allowance Certificate (IRS W-4)	None	5 years, provided record is audited	"

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Finance Payroll (con't)	3. Payroll Wisconsin Withholding Certificate (WI-4)	None	5 years, provided record is audited	"
	4. Payroll Employee Earnings Record Time Cards	None	5 years, provided record is audited	"
	5. Payroll Posting Register and Audit Listing	Microfiche	5 years, provided record is audited	"
	6. Payroll Check & Earnings Register/Bank Register	Microfiche	5 years, provided record is audited	"
	7. Payroll Earnings and Deduction Registers/ Deduction Repts.	Microfiche	5 years, provided record is audited	"
	8. Payroll Vacation/Sick/ Personal/Casual Days Accrual and Posting Registers	Microfiche	5 years, provided record is audited	"
	9. Payroll Wage and Tax Statements (IRS Form W-2)	Microfiche from IRS	5 years, provided record is audited	"

10.	Payroll Wage and Tax Statements (Wisconsin Form WT-9)	None	5 years, provided record is audited	"
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Finance Payroll (con't)	11. Payroll Annual Earnings and Deduction Register	None	5 years, provided record is audited	"
	12. Payroll Wisconsin Income Tax Withheld (Form WT-6)	None	5 years, provided record is audited	"
	13. Payroll Wisconsin Annual Reconciliation of Taxes (WT-7)	None	5 years, provided record is audited	"
	14. Payroll Federal Deposit Tax Stubs (IRS Form 501)	None	5 years, provided record is audited	"
	15. Payroll Quarterly Report of Federal Income Tax Withheld (IRS Form 941 E)	None	5 years, provided record is audited	"
	16. Payroll Annual Report of Federal Income Tax Withheld (IRS Form W-3)	None	5 years, provided record is audited	"
	17. Payroll WRS Employee Transaction Report	None	5 years, provided record is audited	"

(Form ET-2533)

18.	Payroll WRS Monthly Remittance (WRS Form ET-1515)	None	5 years, provided record is audited	"
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Finance (con't)	19. Payroll SS Monthly Remittance (WRS Form ET-1510)	None	5 years, provided record is audited	"
	20. Payroll Social Security Annual Report of Wages (WRS ET-1512)	None	5 years, provided record is audited	"
	21. Payroll Social Security Annual Reconciliation of Wages (WRS Form ET-1511)	None	5 years, provided record is audited	"
	22. Payroll Transmittal Report of Magnetic Media Filing (IRS Form ET-1511)	None	5 years, provided record is audited	"
	23. Payroll Employer Summary of Form W-2 Magnetic Media Wage Information (IRS Form 6560)	None	5 years, provided record is audited	"
	24. Payroll Pay Period	Microfiche	5 years, provided	"

	Account Distribution		record is audited	
25.	Payroll Annual Report of Account Distribution	Microfiche	5 years, provided record is audited	"

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Library	1. Receipts of any nature	None	7 years	Sections 59.715 & 59.73,
	2. Contracts & Leases of any Nature	None	7 years	Section 59.715(10), Stats.
	3. Invoices 59.715(10), Stats.	None	7 years	Section
	4. Purchase Orders	None	7 years Stats.	Section 59.715(10),
	5. Bids and Quotes	None	7 years Stats.	Section 59.715(10)
	6. Accident Reports	None	3 years	
	7. Employee Time	None	2 years	
	8. General Correspondence	Microfilm or Microfiche	10 years	

Park	1. Receipts of any nature	None Stats.	7 years	Section 59.715 & 59.73,
	2. Contracts & Leases of any Nature	None	7 years	Section 59.715(10) Stats.

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Park (con't)	3. Invoices	None	7 years	Section 59.715(10), Stats.
	4. Purchase Orders	None	7 years	Section 59.715(10), Stats.
	5. Bids & Quotes or Film	Microfiche	7 years	Section 59.715(10) Stats.
	6. Accident Reports	None	3 years	
	7. Employee Time Sheets	None	2 years	
	8. Park Reservation Books	None	2 years	
	9. Licenses &	Microfiche	6 years	

	Permits	or Film	
10.	General Correspondence	Microfiche or Film	10 years

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Personnel	1. Employee Personnel File	Original Record	7 years after separation from Employment	
	2. Applications (nonemployees)	"	1 year except where eligibility list remains active	
	3. Examination Results	"	3 years	
	4. EEO-4 Reports	"	"	
	5. Absentee and Leave Records	"	"	
	6. Job Announcements	"	"	
	7. Job Postings	"	5 years	
	8. Job History	"	7 years after separation from employment	

Register of  
of Deeds

State Historical Society Records Retention Schedule governs the retention and destruction of Register Deeds  
Records

Sheriff	1.	"Overtime Earned" Card	Microfiche, Film or Electronic Scan	One Year	W
	2.	"Officers Time Off Request" Card	Microfiche, Film or Electronic Scan	One Year	W
	3.	Call Card	Microfiche, Film or Electronic Scan	Six Months	W

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Sheriff (con't)	4. Sheriff-Traffic Dept. Officer's Daily Report	Microfiche, Film or Electronic Scan	One Year	W
	5. Wis. Motor Vehicle Accident Report MVD 4,000	Microfiche, Film or Electronic Scan	One Year	W
	6. Criminal Complaint Form	Microfiche, Film or Electronic Scan	Two Years	W
	7. Criminal Investigation Case File except Intentional Homicide & Sexual Assault of a Child	Microfiche, Film or Electronic Scan	Two Years	W
	8. Intentional Homicide and Sexual Assault of a Child Case Files	Microfiche, Film or Electronic Scan	Indefinite	W

9.	Miscellaneous Administrative Records such as correspondences	No Preservation	One Year	W
10.	OWI Tracking Reports	No Preservation	7 Years	
11.	Civil Process Files	No Preservation	One Year	

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Sheriff (con't)	12. Miscellaneous Financial Records	No Preservation	7 Years	
Sheriff/Jail Division	1. Jail Registrar- "Sheriff's Dockets"	No preservation	8 years - required by Section 59.27(8), Stats.	W
	2. Daily Jail Record Log	Microfiche, Film or Electronic Scan	8 years - required by Section 59.27(8), Stats.	W
	3. Jail Money Account Cards for each Prisoner	No preservation	8 years - required by Section 59.27 (8), Stats.	W
	4. Jail Booking Cards	No preservation	6 years	W
	5. Jail Prisoner Individual Files (containing all information concerning prisoner upon release, includes booking cards,	Microfiche, Film or Electronic Scan	6 years from date of release	W

medical reports,  
correspondence, visits,  
miscellaneous)

6.	Huber Sign Out Sheet	No preservation	2 years	W
7.	Jail Food Menus	No preservation	60 days required by Sec. DOC 346.14 W.A.C.	W
8.	Jail Space Plan	No preservation	2 years	W

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Sheriff/Jail Division	9. Report of Property & Damage to Jail	Microfiche, Film or Electronic Scan	2 years	W
Social Services	1. Income Maintenance Records	None	6 years after last closure, pursuant to Sec. 59.715, Wis. Stats.	All data forms, Services case determination sheets; worksheets; and HSS 245 Wis. Admin certification sheets; Code verification sheets; correspondence; other documents needed to support Income Maintenance agency decisions relating to eligibility for public assistance programs.
Social Services	2. Juvenile Court	None	Until Juvenile reaches age 19, pursuant to Sec. 19.21(6), Stats.	Intake Register Information Sheet Order for Hearing

Petition for Determination of Status  
Order for Supervision  
Order Terminating Supervision  
Letter from Law Office to Parents for Hearing Date  
Letter to Welfare Department for Restitution  
Juvenile Referral Sheet  
Wisconsin Juvenile Court Social Data Card Report of Disposition to Referring Law Enforcement Agency Personal and Family Data Sheet Initial Contact Sheet School Reports Child Welfare Action Sheet Intake Decision Sheet Law Enforcement agency referrals, forms, etc.  
Correspondence

Various Court forms  
(summons, orders, petitions, etc.)  
Commitment Data and Supplementary formation  
Case narrative  
Social & Economic Criteria--Div. of

3.	Social Service Records, except juvenile court records and adoption records	None	6 years after last case activity or until youngest child is 18 years of age, whichever is later, pursuant to Sec. 19.21(6), Stats.	Family Services Various State and agency forms containing client-specific identifying data as well as all case-related forms-- narratives, contact sheets, service plans, evaluations (physical, psychological, psychiatric, social service), computer input and output reports, correspondence, legals, etc.
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Solid Waste	1. Daily Cash Receipts Summaries	None	7 years	
	2. Computer Tape of Posting Registers	None	7 years	
	3. Delinquent Customer Billings	None	7 years	
	4. Posting Registers	None	3 years	
	5. Miscellaneous Correspondence Unrelated to Contracts and Regulations of Sanitary Landfills	None	3 years	
	6. Reports of Accounts	None	2 years	

Receivable

- |    |                        |      |  |
|----|------------------------|------|--|
| 7. | Scale Tickets          | None | Completion and acceptance of audit for calendar year of record |
| 8. | Paid Customer Billings | None | Completion and acceptance of audit for calendar year of record |

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Solid Waste (con't)	9. Cash Receipts Register	None	Completion and acceptance of audit for calendar year of record	
Treasurer	1. Real Property Tax and Omitted Property Tax Rolls	Microfiche or film	15 years	59.716(2) & 59.717(2)
	2. Tax Sale Books	Microfiche or film 59.717(2)	15 years	59.716(2) &
	3. Tax Roll Warrants	Microfiche or film 59.717(2)	15 years	59.716(2) &

4.	Statement of Taxes	Microfiche or film	15 years	59.716(2) & 59.717(2)	(cont.)
5.	Delinquent Roll ffidavit	Microfiche or film	15 years	59.716(2) & 59.717(2)	
6.	Tax Receipts	None	15 years	59.715(16)	
7.	Notice of Application for Taking Tax Deeds	None	15 years	59.715(7)	

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Treasurer (Con't)	8. Affidavit of Publication of Legal Notices	None	15 years	
	9. Tax Settlement Receipts, Forms, and Worksheets	None	7 years	
	10. Records on Tax Deed Property Sold	None	7 years	
	11. Ledger Cards/Property Tax	None	7 years	

12.	Notices of Advertisement for Bids	None	7 years	59.715(10)
13.	General Receipts	None	7 years	59.715(17)
14.	Treasurer's Cash Book	None	7 years	
15.	General Check Register	None	7 years	
16.	Investment	None	7 years	
17.	Cancelled Checks	None	7 years	59.715(18)
18.	Bank Statement Worksheets and Enclosures	None	7 years	

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Treasurers (Con't)	19. Non-sufficient Fund Checks	None	7 years	
	20. General Office Correspondence	None	7 years	
	21. All Official Bonds Held by Treasurer	None	6 years	59.715(8)
	22. Cash Drawer Reconciliations	None	4 years	

23.	Cash Control Machine Tapes	None	4 years
24.	Current Real Estate Tax Blotters	None	4 years
25.	Redeemed Real Estate Tax Blotters	None	4 years
26.	Bankruptcy Notifications	None	4 years

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Treasurer's (Con't)	27. Foreclosure Notifications	None	4 years	
	28. Duplicate Deposit Slips	None	4 years	
	29. Plat Worksheets	None	4 years	
	30. Duplicate Check Vouchers (copies)	None	4 years	
	31. Vouchers on Tax Refunds (copies)	None	4 years	

32.	Annual Reports of Taxes and License Fees Due the State of Wisconsin	None	4 years
33.	Quarterly Probate Fees due the State of Wisconsin	None	4 years
34.	Monthly Suit Tax Report	None	4 years
35.	Unclaimed Trust Funds Placed in General Fund	None	4 years
36.	Monthly Real Estate Transfer Fee Summary	None	4 years

Zoning Permits	1.	Sanitary Permit	None	Indefinite	Section 59.715 & 59.73 Stats
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Zoning Permits (Con't)	2.	Land Use Permit	None	Indefinite	Section 59.715 & 59.73 Stats.
	3.	Receipt	None	7 years	
	4.	EH 115	None	Indefinite	
	5.	Expired Permits	None	1 Year	Indefinite
	6.	Appeal Hearings	None	Indefinite	
	7.	Flood Evaluations	None	1 year	

Zoning Miscellaneous	8.	Certificate of Flood Proofing	None	Indefinite
	9.	Existing System Inspection Reports	None	Indefinite
	10.	Board of Adjustment Notices	None	Indefinite
	11.	Reject File	None	2 years
	1.	Auditron Reading	None	6 months
	2.	Vacation & Time Card Slips	None	1 year
	3.	News Articles	None	1 year
	4.	Call Sheets	None	1 year

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Zoning Miscs. (Con't)	5.	Appointment Book	None	1 year
	6.	DILHR Permit Submittal	None	3 years
	7.	Meetings Correspondence	None	1 year
	8.	Miss. Correspondence In or Outgoing	None	1 year

9.	Pumping reports	Computer Disk	Indefinite	
10.	Servicing Contract	None Change	Indefinite	Unless Pumper
11.	CSM	None	1 year	
12.	Sewered CSM	None	1 year	
13.	Sewered CSM in Floodplain-Shoreland	None	Indefinite	
14.	Ledger Sheets	None	Indefinite	
15.	Accident Reports	None	3 years	