

ORDINANCE 2021-8-2

An Ordinance to Adopt the Wisconsin Municipal Records Schedule

STATE OF WISCONSIN  
TOWN OF OMRO  
WINNEBAGO COUNTY

SECTION 1- TITLE AND PURPOSE

This ordinance is entitled the Town of Omro Ordinance 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 Omro with the authority to retain and destroy those records.

SECTION II: AUTHORITY

The Town Board of the Town of Omro, Winnebago 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 and any amendments thereto, 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 of Omro 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 VII: REVOCATION OF PRECEDING ORDINANCE This ordinance hereby 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 Omro.

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

Adopted this 16th day of August 2021

Vote: Ayes 3 Nays 0

SIGNED:

Brian Noe, Town Chairperson

ATTEST:

Dana Woods, Town Clerk

Signed Original: On file and available for inspection at the Clerk's office

Notice Published: September 2, 2021 in Omro Herald

Ordinance Posted: August 23, 2021 at Omro Town Hall, Town Dump Site Posting Board and Liberty School Road Posting Board