

**TOWN OF OXFORD**  
**ORDINANCE #38**  
**DESTRUCTION OF OBSOLETE RECORDS**

STATE OF WISCONSIN  
Town of Oxford  
Marquette County

**SECTION 1 – TITLE AND PURPOSE**

This ordinance is entitled the Town of Oxford Destruction of Obsolete Records Ordinance. The purpose of this ordinance is to provide the town officers of the Town of Oxford with the authority to destroy certain obsolete public records in the possession of the Town of Oxford.

**SECTION II – AUTHORITY**

The Town Board of the Town of Oxford, Marquette County, Wisconsin, has the specific authority under s.19.21(4) Wis. Stats., to manage and destroy obsolete public records in the possession of the Town of Oxford.

**SECTION III – ADOPTION OF ORDINANCE**

This ordinance, adopted by a majority of the town board on a roll call vote with a quorum present and voting and proper notice having been given, authorizes the powers and establishes the duties of the town officers of the Town of Oxford to manage and destroy obsolete public records in the possession of the Town of Oxford.

**SECTION IV – FINANCIAL RECORDS**

The following Town of Oxford town officers, pursuant so s.19.21(5), Wis. Stats., may destroy the financial records of which they are the legal custodians and that are considered obsolete as provided below:

Town Clerk and Town Treasurer may destroy all financial records after being kept for seven (7) years at a minimum **except for** Annual Reports and Yearly Fiscal Journal Records. This includes paper and electronic records.

**SECTION V – OTHER RECORDS**

The Town of Oxford town officers, pursuant to s. 19.21 (5), Wis. Stats., may destroy the following records of which they are the legal custodians and that are considered obsolete:

Town Clerk and Town Treasurer may destroy all records after being kept for seven (7) years at a minimum **except for:** Meeting Minutes, Ordinances, Resolutions, Insurance Policies, Certified Survey Maps, Leases and/or Contracts, Easement Records, Forest Crop/Managed Forest Law Records, Highway/Road Records, Annexation Records, Assessment Rolls, Tax Rolls and Tax Collection Records. This includes paper and electronic records.

**SECTION VI – SEVERABILITY**

If any provision of this ordinance or its application to any person or circumstance is held invalid, the invalidity does not affect other provisions or applications of this ordinance that can be given effect without the invalid provision or application, and to this end the provisions of this ordinance are severable.

**SECTION VII – EFFECTIVE DATE**

This ordinance is effective on posting.

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

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2015

\_\_\_\_\_  
Keith Wohlfert, Chairman

\_\_\_\_\_  
Gregory Goodhue, Supervisor

\_\_\_\_\_  
Stephen Klump, Supervisor

\_\_\_\_\_  
Attest: Mary P. Walters, Town Clerk