

~~X~~

18-38

Gen. Ord. No. 60 - 11 - 12. By Alderperson VanderWeele. December 19, 2011.

AN ORDINANCE repealing and recreating Section 2-842 of the Sheboygan Municipal Code relating to retention/disposition of city records.

THE COMMON COUNCIL OF THE CITY OF SHEBOYGAN DO ORDAIN AS FOLLOWS:

Section 1. Section 2-842 of the Sheboygan Municipal Code entitled "Destruction of records" is hereby repealed and recreated to read as follows:

"Sec. 2-842. *General city records retention/disposition schedule.*

(a) The purpose of this section is to establish a general city records retention/disposition schedule and authorize destruction of city records pursuant to the schedule. Records custodians may destroy a record prior to the time set forth in this schedule only if such record has been photographically reproduced as an original record or converted to optical disk format pursuant to W.S.A. § 16.61(7).

(b) Where indicated in the records retention schedule, the State of Wisconsin Public Records Board has waived the required statutory 60-day notice for city records; therefore, for those records, notification to the State Historical Society of Wisconsin is not required prior to destruction.

(c) The general City of Sheboygan Records Retention/Disposition Schedule, as approved by the State of Wisconsin Public Forms Board on December 6, 2011, is hereby adopted, a copy of which is on file in the office of the city clerk and made a part hereof by reference as though fully set forth herein.

(d) Destruction of records pursuant to the approved retention/disposition schedule is contingent upon the restrictions to record destruction contained in W.S.A. § 19.35(5), (Open Records Law), and that no records shall be destroyed if litigation or audit involving those records has commenced."

*Law & Co.
approve.*

Section 2. All ordinances or parts thereof in conflict with the provisions of this ordinance are hereby repealed to the extent of such conflict, and this ordinance shall be in effect from and after its passage and publication.

Jodi Vander Weel

I HEREBY CERTIFY that the foregoing Ordinance was duly passed by the Common Council of the City of Sheboygan, Wisconsin, on the 3rd day of January, 2012.

Dated January 6 2012. Lynn Richards, City Clerk

Approved January 6 2012. [Signature], Mayor

Proceedings Published January 11, 2012.

Ordinances Published January 11, 2012.

Certified January 9, 2012 to Atty.; Ord. Book; Code Book; Assessor; Mayor; Fin. Dir./Treas.; Dep. Fin. Dir./Treas.; Human Resources; Bldg. Insp.; City Planning; City Clerk; Public Works; Municipal Court; Purchasing; Fire Dept.; Senior Center; Eng.; Parks and Forestry; WWTP; IT Dept.

3rd

Charles A. Gould

15

15

15

Journal
Journal
Journal