

**WOOD COUNTY ORDINANCE #901
RECORD RETENTION
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**WOOD COUNTY ORDINANCE #901
RECORD RETENTION**

901.01 Purpose.

The purpose of this chapter is to adopt a county-wide records retention schedule and to authorize the destruction of county Records pursuant to that schedule. Legal Custodians do not have the authority to destroy Records prior to the established record retention period. If there is not a specific provision in the schedule or a law requiring a specified record retention period, then such Records must be retained for seven years and then can only be destroyed as set forth herein.

901.02 Definitions

(1) “Legal Custodian” (a/k/a custodian) means the individual responsible for maintaining Records of a county department pursuant to Wis. Stat. s. 19.33. Unless otherwise designated in the schedule, the custodian is, as a rule, the: 1) department head or their permitted designee; 2) an elected official or their permitted designee; and 3) for the county board and for any committees, commissions, boards or authorities created by ordinance or resolution of the county board, the county clerk.

(2) “Record” (a/k/a public record) means any material on which written, drawn, printed, spoken, visual, or electromagnetic information or electronically generated or stored data is recorded or preserved, regardless of physical form or characteristics, that has been created by or is being kept by the county. “Record” includes but is not limited to: handwritten, typed, or printed pages, maps, charts, photographs, films, recordings, tapes, optical discs, and any other medium on which electronically generated or stored data is recorded or preserved. “Record” does not include: drafts, notes, preliminary computations and like materials prepared for the originator’s personal use or prepared by the originator in the name of the person for whom the originator is working; materials that are purely the personal property of the custodian and have no relation to his or her office; materials to which access is limited by copyright, patent or bequest; and published materials in possession of the county that are available for sale, or that are available for inspection at a public library. Wis. Stat. s. 19.32(2).

(3) Legend: The following terms and abbreviations are used in the records retention schedule:

AT:	After termination
C:	Confidential

CR:	Creation or receipt (typically the retention is calculated from the creation or receipt of a record, plus the designated number of years)
EVT:	Event (typically the retention is calculated from an event, such as the close of a case or end of the project, plus the designated number of years)
FIS:	Fiscal (meaning the current fiscal year and the designated number of years)
N:	Notify WHS before destruction
N/A:	Not applicable
P:	Permanent
PII:	Personally Identifiable Information (has the meaning specified in §19.62(5) Wis. Stats.)
S:	Until superseded
W:	Waived Notification
WHS:	Wisconsin Historical Society
WPRB:	Wisconsin Public Records Board

901.03 Records Retention Schedule

Wood County hereby adopts the State of Wisconsin Public Records Board's Schedules for County Government as updated by said Board. The retention schedules can be found at the Wisconsin Public Records Board's website.

901.04 The State Historical Society of Wisconsin

The State Historical Society of Wisconsin (WHS) has waived the required statutory notice to it under Wis. Stat. s. 19.21(5)(d) for Records so noted on the schedules. The WHS must be notified prior to the destruction of any Record wherein it has not waived notice of the destruction.

901.05 Records Maintained in Various Media

County staff may keep and preserve public records through the use of microfilm, optical discs, or electronic storage providing that the applicable standards under Wis. Stat. s. 16.612 are met. The retention periods identified in this ordinance apply to Records in any media but there is no obligation created by this ordinance to maintain a Record in more than one medium.

901.06 Treatment of Certain Data as Records

The Wisconsin Public Records Law provides limited guidance as to whether the raw and perishable data of the following technologies qualify as Records that must be maintained. This ordinance provides the following status of these technologies:

(1) E-MAIL. The data in an e-mail message constitutes a public record if it meets the definition of Record, above and is then subject to maintenance as a public record. The data in an e-mail is subject to the same analysis under the public records statutes as an equivalent paper record. Since the IT Department can only verify retaining emails for 7 years when retained by the employee in their mailbox, any email that constitutes a Record that must be kept longer than 7 years pursuant to the schedules must be maintained as a paper record by its originator. Furthermore, if the employee is not going to retain the email in their mailbox for the retention time period, they must print off the record or maintain it in another retrievable medium for the retention period.

(2) VOICE-MAIL. A voice-mail message is not a public record and voice-mail messages do not have to be maintained as public records. These messages are the functional equivalent of phone conversations. Phone conversations are not public records. Additionally, voice-mail messages share many of the attributes of “personal notes” which are not public records. Voice-mail messages cannot be indexed or maintained in any manner that would allow for their easy classification, searching or retrieval, and therefore making retention impractical.

(3) INSTANT MESSAGING AND TEXT MESSAGING. Except as set forth herein, the data involved in instant messaging and text messaging communications is not subject to maintenance as a public record. Instant messaging and text messaging have all of the attributes of instantaneous exchange of ideas as does a regular telephone conversation. The data exchange has the same technological issues regarding capturing and storage of data that is present with voice-mail. An additional concern is that the raw data is often briefly stored or not stored at all by third party vendors or hosts that provide these services. This technology is closer to a true telephone conversation than are voice-mails. County employees and officials shall refrain from using instant messaging and text messaging for official communication purposes, or for matters where a public record is needed, unless the employee or official preserves a copy of the instant messaging or text messaging communication by any of the following means:

- (a) Copying the communication to their email account.

- (b) Downloading the communication to a county computer.
- (c) Making a computer file of the communication.
- (d) Printing and retaining a copy of the communication.

(4) VOICE OVER THE INTERNET PROTOCOL. The county does not monitor nor record the data associated with the conversations that occur over voice over the internet protocol. These conversations are the same real time voice communications as standard telephone conversations that are not public records. The only difference between these communications is the medium employed in transmitting the voice communications from one participant in the conversation to all others involved in the conversation.

(5) AUDIO, VIDEO, DATA TRANSMISSIONS, AND COMMUNICATIONS. The county does not routinely copy the data, nor maintain records of audio, video, data and radio transmissions and communications that may be processed through county computers. When the county copies, records, or maintains copies or recordings of such communications or transmissions, those copies may constitute public records that are subject to records requests and must be maintained according to the appropriate records retention schedule.

(6) AUDIO AND VIDEO RECORDINGS. Unless otherwise provided in this ordinance, audio and video recordings are public records and must be maintained according to the retention schedules published in this ordinance.

(a) *Rewritable Recording Systems*. Those systems where the recordings are routinely overwritten by newer recordings, such as in continuous loop videotape or digital video written to a camera's hard drive or memory, do not constitute a record unless the recordings are further downloaded, printed, or separately preserved to memorialize some event or proceeding. Until such time as these recordings are downloaded, printed, or separately preserved, these recordings do not have to be preserved and, as the recording equipment programs or protocols may dictate, can be overwritten, erased, or otherwise destroyed. If such data is downloaded, printed, or separately preserved, it shall be treated as a record and shall be retained in accordance with the retention schedules.

(b) *Recordings Made for Preparing Minutes of Meetings*. In accordance with Wis. Stat. § 19.21(7), any tape recording of a meeting, as defined in Wis. Stat. § 19.82(2), by any government body as defined by Wis. Stat. § 19.82(1), may be destroyed, overwritten, or recorded over no sooner than 90 days after the minutes have been approved and published if the purpose of the recording was to take minutes of the meeting.

(7) ELECTRONIC DOCUMENT FILES. Where Records exist only in an electronic format, the electronic Records shall be maintained according to the appropriate retention schedule. Where both hard copy and electronic copies of a record exist, they shall each be subject to public

records requests. When the custodian has designated electronic records as the official Record, only an electronic copy shall be retained and made available for inspection under the public records laws. Where the Legal Custodian has not made such a designation, only the hard copy shall be subject to inspection as a public record and the electronic copies may be treated and disposed of as draft documents that do not need to be maintained beyond creation of the final hard copy.

(8) ELECTRONIC LOGS AND TEMPORARY DATA FILES. Electronic logs and temporary data files provide detailed information about the design and functionality of the county's computer network. These logs are routinely overwritten on a daily basis due to the high volume of traffic that is being logged. Unrestricted access to these logs and files would constitute a breach of system security and leave the system vulnerable to exploitation and hacking. In order to ensure network security, these logs are available to the IT Director's authorized staff only. These determinations apply to the following types of logs and data files:

(a) *Syslogs for Network Electronic Devices*. All logs created by network devices such as firewalls, routers, and switches, which are used for monitoring and trending computer network traffic patterns or detecting unauthorized network traffic, or both.

(b) *Network Server Security, Application, and Event Logs*. These logs are used to monitor activity on county network servers including successful and unsuccessful login attempts, file system access, and hardware performance. These logs provide detailed information about county network account ID's, file system structure, and hardware profiles.

(c) *Network Security Appliance Logs*. All logs created by network security devices such as the anti-virus appliance, anti-SPAM appliance, and content filtering appliance, which are used to monitor specific types of unauthorized or malicious traffic on the county network. These logs identify specific network traffic patterns and protocols that are allowed or disallowed on the county network.

(d) *Application Logs*. These logs are used to monitor activity on various database applications; they do not contain specific audits of database transactions. These logs may contain version information, program variables, and programming logic.

901.07 Administration

- (1) Retention. Custodians and their designees should pay close heed to and scrupulously follow the minimum retention period. Seven (7) years is the default retention period. (§19.21(5)(c) Wis. Stats.) As important as what "public records" or "records" are is what they are not (i.e., non-records). Non-records should be destroyed when no longer needed.

- (2) Confidentiality. Records may contain non-public confidential information. A custodian has an obligation to protect the confidentiality of such information. Decisions regarding confidential information can be made in consultation with legal counsel.
- (3) Disposition (i.e., destruction or transfer)
- (a) Dispose of records when the minimum retention period expires unless needed.
 - (b) Records retained beyond the minimum retention period are susceptible to disclosure and discovery in the context of audits, litigation, and public records request
 - (c) Before destruction:
 - 1. Sixty (60) days prior written notice of destruction must be given to the Wisconsin Historical Society (WHS) pursuant to §19.21(5)(d) Wis. Stats. This does not apply to any record listed in a schedule and designated “waived”.
 - 2. Determine if litigation/audit/public records request is pending. If so, place “hold” on records (i.e., cease all disposition activity) until:
 - after the public record request is granted or 60 days after request is denied (§19.35(5) Wis. Stats.) *or*
 - until any litigation or audit is fully and finally resolved

901.08 Miscellaneous

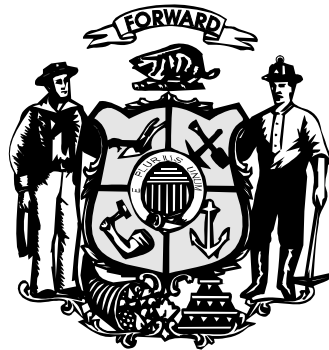
This ordinance should not be read to modify obligations of the county under other laws such as the Open Records law.

General Records Schedule

County and Related Records

Approved by the Public Records Board:

March 20, 2023



Expiration: March 20, 2033

For use by all units of Wisconsin Government at the County level

I. Introduction

Records are a basic tool of transacting business on behalf of all local government units. They are the foundation for government accountability. Records management is regulated by Wisconsin state law, and accordingly, the County General Records Schedule (County GRS) upon adoption, provides legal authorization to dispose of records on a regularly scheduled basis. The schedule serves as a mechanism for consistent retention and disposition of similar types of records across all county governments and provides assurance of accountability to the public. This schedule was developed following guidelines for complying with legal, fiscal, and archival requirements for records retention and facilitates cost-effective management of records commonly found in county governments. Wisconsin Statute § 19.21(1) defines public records as “all property and things received from the officer’s predecessor or other persons and required by law to be filed, deposited, or kept in the officer’s office, or which are in the lawful possession or control of the officer or the officer’s deputies.” Records are defined by Wisconsin Statute § 19.32(2) as “any material on which written, drawn, printed, spoken, visual, or electromagnetic information or electronically generated or stored data is recorded or preserved, regardless of physical form or characteristics, that has been created or is being kept by an authority.” Public records are also defined as being “all books, papers, maps, photographs, films, recordings, optical discs, electronically formatted documents, or other documentary materials, regardless of physical form or characteristics, made or received by any state agency or its officers or employees in connection with the transaction of public business” (Wis. Stat. § 16.61(2)(b)). This general schedule may *not* include records which are unique to the mission of a single government unit. Records that are unique to the mission of a specific government unit require a separate Records Disposition Authorization (RDA). The department or institution is responsible for creating a RDA that must be submitted to, and approved by, the [Public Records Board \(PRB\)](#).

II. Applicability

The County GRS is intended to serve as guidance for records that are created or received by Wisconsin county governments, but must first be formally adopted for use before it can be applied. Adopting the schedule does not require county governments to begin creating any record series that they currently do not produce.

Records retention guidelines apply regardless of record format. Records covered by the County GRS may be retained in electronic, paper, or other formats. The schedule applies to all records: born digital (including those created or transmitted via e-mail), data contained in database systems, tapes/cartridges, text messages, and other types of electronic records and information systems maintained by agencies. Counties must also meet the standards and requirements for the management of electronic records outlined in [Chapter Adm. 12](#).

III. Purpose

Record schedules are intended to SIMPLIFY the records management responsibilities of records creators. It is the intention of the County GRS to streamline records management by:

- Providing clear and uniform guidance for the retention and disposition of records common to most municipal governments;
- Eliminating the need for counties to develop and obtain Wisconsin Public Records Board approval of records retention/disposition schedules;
- Facilitating uniformity in the retention and disposition of records across all counties; and
- Promoting the cost-effective records management.

IV. Implementation

County governments ARE NOT required to adopt the schedule for use and this schedule does not replace the option to create and adopt records schedules through the creation of ordinances. See Additional Options section below for more information.

To adopt the Schedule:

- Submit the original and two copies of the Notification of General Schedules Adoption (PRB-002) form to:
State Archivist
Wisconsin Historical Society
816 State St.
Madison, WI 53706
- A signed copy will be returned once the form is approved by The Wisconsin Public Records Board (PRB).
- Counties should enact an ordinance adopting the County GRS as their official schedule. Any previously approved ordinances for records that are covered under the County GRS should be superseded.

Records not covered by the County GRS:

Records created by counties that are not listed in this schedule should be retained in accordance with Wis. Stat. § 19.21(5), which generally sets the minimum retention at 7 years, unless otherwise set by another statute or a different retention is approved by the PRB. Counties may retain any previous PRB approved schedules for records not covered by the County Schedule. See Section V for information regarding final disposition of records not scheduled in the County GRS.

Additional Options:

- County governments may adopt the PRB approved General Records Schedules to supplement the County GRS. See Section IX for more information.
- Specific schedules may also be set by Records Disposition Authorizations (RDAs). Please consult the PRB webpage on [Information for Counties and Municipalities](#) for more information and instructions.

- Counties that choose not to adopt the County GRS are still required to schedule the destruction of obsolete records through ordinance as stated in Wis. Stat. § 19.21(5)(c). Retention periods that are not specifically set by state statutes CANNOT be scheduled for less than 7 years without approval from the PRB.

V. Final Disposition

Wis. Stat. § 19.21(5)(d)(1) requires that county governments must notify the Wisconsin Historical Society at least 60-days prior to the destruction of all public records for inclusion in the state archives. The Society has the ability to waive the notification period for a records series in instances when the historical value is low. The WHS Notification field in the County GRS indicates if notification is required for a particular series.

- **Waived:** The Wisconsin Historical Society has determined the record series has low historical value and waived the notification period as indicated Wis. Stat. § 19.21(5)(d)(1). Waived may be destroyed without giving notification once they pass the required retention period.
- **Notify:** Counties are required to send written notification to the Wisconsin Historical Society before destruction. See [Notifying the Wisconsin Historical Society](#) for information on this process
- **N/A:** indicates that the retention is permanent.

Counties may destroy public records ONLY after they have passed their required retention period. Records that have passed their retention period should not be destroyed if any of the following conditions apply:

- Records are required for financial or performance audits either currently underway or known to be planned.
- Records are subject to a “legal hold” because they may be relevant to an existing, pending, or anticipated legal proceeding.
- A related public records request has been received and not fulfilled, or statutorily required time periods have not expired.

Destroying obsolete records: Waived records or records declined for transfer to the Wisconsin Historical Society should be disposed of in a manner that ensures they are completely destroyed. Records that are held beyond their retention period but are not destroyed are still subject to all public records laws.

- If records contain confidential information, or “information that can be associated with a particular individual through one or more identifiers or other information or circumstances” (Wis. Stat. § 19.62(5)) including, but not limited to names, addresses, social security numbers, and banking information it must be destroyed confidentially. This means that these records must be disposed of in a way that renders them unreadable and unable to be reconstructed. Typically, this can be achieved by cross cut shredding or pulping. Many organizations choose to hire an outside vendor to handle the process of disposing of confidential information
- **Note on records older than 75 years:** the waived designation does not apply. Notification should be given on any records 75 years or older regardless if they have been indicated in the schedule as having been waived.

Transferring Records to Wisconsin Historical Society: Per Wis. Stat. § 19.23(2), the Wisconsin Historical Society assumes title control and public records responsibility of all transferred records. Obsolete county records may not be transferred to local historical societies

or other repositories because the statutes do not specify that other institutions can hold title to public records. Only the records creators and the Wisconsin Historical Society are identified in statutes as being official holders of title.

Records identified as “permanent” have been identified as containing significant historical information and long-term business value. Counties are responsible for ensuring the long-term preservation of these records. The Wisconsin Historical Society will, in certain circumstances, accept “permanent” records for transfer if the county is unable to maintain these records.

VI. Personally Identifiable Information

Wisconsin law requires authorities to specifically identify certain record series within a general records schedule that contain Personally Identifiable Information (PII). [Wisconsin Stat. § 19.62\(5\)](#) defines PII broadly as “information that can be associated with a particular individual through one or more identifiers or other information or circumstances.” Despite this broad definition, [Wis. Stat. § 16.61\(3\)\(u\)\(2\)](#), requires that record series within a schedule containing the following types of PII need not be identified as such: a) the results of certain computer matching programs; b) mailing lists; c) telephone or e-mail directories; d) record series pertaining exclusively to agency employees; and e) record series that contains PII incidental to the primary purpose for which the records series was created, and f) those relating to state agency procurement or budgeting. If in doubt as to whether a specific record series contains PII, check with your agency legal counsel.

IV. Confidentiality of Records

Most records are not confidential and are open to public disclosure, however, there are exceptions. This GRS will identify any record series that may contain information required by law to be kept confidential or specifically required to be protected from public access, identifying the state or federal statute, administrative rule, or other legal authority that so requires. If in doubt as to whether or not a specific record, or content in that record, is confidential, check with your agency legal counsel. A record series should be identified as confidential even if not all records in the series contain confidential information and not all parts of records covered by the series are confidential.

V. Superseded Record Series

“Superseded” means that a new record series or RDA number has been used to cover records that were previously identified differently. The last column in the following GRS table titled “Previous RDA Number (if applicable)” provides a cross walk between new and any superseded RDA numbers. When revising a GRS, an attempt is made to retain the previous RDA number, providing the underlying records remain the same.

VI. Related Records

The “Related Records Series” section provides information on other record series in approved GRSs which may relate to the broader functional area of this GRS. These record series are listed to facilitate a more complete understanding of all the record series within the broad scope of this function of government. It may not however contain a complete listing of all records series used within your agency for these types of business records. See the “Related Records Series” section included in this document.

VII. Closed Record Series

When revising a GRS it is common for some previously included record series to be closed. The “Closed Series” section lists series containing records that are no longer created, nor are they expected to be in the future. See the “Closed Series” section included in this document.

VIII. Revision History

See the “Revision History” section for a listing of changes to this GRS.

IX. Additional Schedules

County governments have the option of adopting [General Records Schedules](#) to augment the County GRS. These additional schedules have been approved by the PRB for state agency use, but may also be adopted by local units of government. Information on adopting schedules can be found on the PRB [Counties and Municipalities Resource Webpage](#).

Circuit Court Records are scheduled by [Supreme Court Rule 72](#), which specifies the retention periods for court records. Courts are required to give 60-day notification to the Wisconsin Historical Society prior to destroying obsolete records.

RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	Minimum Retention and Disposition	Event Description	WHS Notification
General							
CNTY0100	Citations	County citations including zoning, park and recreation, code enforcement.	No	No	EVT+2 years and destroy.	Event is date citation issued.	Waived
CNTY0101	Claims	Claims made, general liability and property, injury reports non-employee, includes documents supporting such claims, including livestock claims for damages by dogs to domestic animals.	Yes	No	EVT+7 years and destroy confidential.	Event is date claim is closed.	Waived
CNTY0102	Code of Ethics	County code of ethics.	No	No	EVT+1 month and destroy.	Event is the date superseded.	Waived
CNTY0103	Indexes	Inventory of a particular record series needed to identify and/or locate individual records, files, or cases.	No	No	EVT+1 month and destroy.	Event is the date superseded.	Notify if it indexes a series that is transferred to WHS
CNTY0104	Public Assistance - Divestment & Asset Allocation (Medicaid)	Fraud, intentional program violation, overpayment, and quality control review.	Yes	No	EVT+3 years and destroy confidential.	Event is date issues have been resolved or Wis. DCF and/or Wis. DHS instructs that the records may be destroyed, whichever is earlier.	Waived
CNTY0105	Surveys	Customer, constituent and employee surveys, this does not relate to land surveys performed by a land surveyor.	No	No	EVT+3 years and destroy.	Event is date survey is closed.	Waived
Airport							
CNTY0150	Aircraft - Wildlife Incidents	Reports filed with FCC regarding wildlife air strikes, this is a voluntary report by the pilot, not necessarily the airport.	No	No	EVT+1 year and destroy.	Event is the date the report is sent to National Wildlife Database – the record keeper is at the federal level.	Waived

RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	Minimum Retention and Disposition	Event Description	WHS Notification
CNTY0151	Airport Improvement Program (AIP)	Reports to Wis DOT regarding plans to improve airport, this is done yearly.	No	No	EVT+1 year and destroy.	Event is the date superseded.	Waived
CNTY0152	Airport Licensure	Special radio frequency assigned by FAA.	No	No	EVT+1 year and destroy.	Event is the date superseded.	Waived
CNTY0153	Airport Protection Plans and Specifications	Certification manual, logs, inspection records, airport layout, specifications and standards plan for items such as buffers and runways, etc.	No	No	EVT+7 years and destroy.	Event is the date superseded.	Waived
CNTY0154	Operating and Financial Reports / Summaries	Day to day operational documents of the airport and airport management.	No	No	EVT+7 years and destroy.	Event is date audit is completed.	Waived
Child Support							
CNTY0200	Administrative Cost Claims	Includes supporting documentation, costs, revenues, expenditures.	No	No	EVT+3 years and destroy.	Event is date of submission of last expenditure report.	Waived
CNTY0201	Case Records	Child support, divorce, misdemeanor and felony non-support, paternity post and pre-judgment (dismissed) & pre-judgment not pursued, and Intergovernmental. May include child support & paternity records, including warrants and capias.	Yes	Yes Wis. Stat. §§ 19.36(1) 49.83, 49.22, 769.312, and 804.01(2)(c) 45 C.F.R. § 303.21, 26 U.S.C. § 7213(a), 5 U.S.C. § 552a, and 42 U.S.C. § 654	EVT+7 years and destroy confidential.	Event is date the case is closed.	Waived

RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	Minimum Retention and Disposition	Event Description	WHS Notification
CNTY0202	Internal Revenue Service (IRS) Records	IRS records lists and client logs.	Yes	Yes Wis. Stat. § 19.36(1) 45 C.F.R. § 303.2, 26 U.S.C. § 7213(a), 5 U.S.C. § 552a, and 42 U.S.C. § 654	EVT+5 years and destroy confidential.	Event is date the case is closed.	Waived
CNTY0203	Intergovernmental Support Cases	Interstate cases, Uniform Interstate Family Support Act (UIFSA).	Yes	Yes Wis. Stat. §§ 19.36(1), 49.83, 49.22, 769.312, 804.01(2)(c) 45 C.F.R. § 303.21, 26 U.S.C. § 7213(a), 5 U.S.C. § 552a, and 42 U.S.C. § 654	EVT+7 years and destroy confidential.	Event is date the case is closed.	Waived

RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	Minimum Retention and Disposition	Event Description	WHS Notification
Coroner – Medical Examiner							
CNTY0251	Case Files	Case documents, including homicide or suspicious death investigation case files. Case files, slides, slide reports, x-rays, photos, digital photos, DNA cards. Autopsy documents, body exams, cremation documents, investigative reports, toxicology reports.	Yes	Yes HIPAA Privacy Rule 50 Years after death per US Health & Human Services (HHS)	EVT+75 years and transfer to Wisconsin Historical Society.	Event is date case is closed or when appeal time has expired, whichever is longer.	Notify (homicide or suspicious death cases only)
CNTY0252	Disposal Log	Medication disposal documents, and evidence of property disposal documents.	Yes	No	EVT+10 years and destroy confidential.	Event is the end of current year.	Waived
CNTY0253	Tissue Stock Jars	Tissue stock jars. Specimen used for further exam, can only be used for disease, etc.	Yes	No	EVT+3 years and destroy confidential.	Event is the end of current year.	Waived
Corporation Counsel							
CNTY0300	Case files, litigation	Claims and lawsuits filed against the County; case summaries submitted by outside legal counsel.	No	No	EVT+3 years and destroy.	Event is date case is closed or when appeal time has expired, whichever is longer.	Waived
CNTY0301	Case files, non-litigation	Public communications sent to the county, determinations and supporting documentation.	No	No	EVT+3 years and destroy.	Event is the end of current year.	Waived
CNTY0302	CHIPS (Child in Need of Protective Services) Juvenile Records	Records provided from Human Services and law enforcement used for case preparation.	Yes	Yes Wis. Stat. § 48.78	EVT+7 years and destroy confidential.	Event is the date of child's 18 th birthday.	Waived
CNTY0303	CHIPS (Child in Need of Protective Services) Petitions	Legal documents filed with the Court or used for case preparation to prosecute CHIPS cases.	Yes	Yes Wis. Stat. § 48.78	EVT+7 years and destroy confidential.	Event is the date of child's 18 th birthday.	Waived

RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	Minimum Retention and Disposition	Event Description	WHS Notification
CNTY0304	Dismissals - 51.45	Prevention and control of alcoholism and drug dependences dismissal documentation.	No	No	EVT+3 years and destroy.	Event is the end of current year.	Waived
CNTY0305	Guardianship and Protective Placement	Legal documents filed with the Court or used for case preparation to prosecute guardianships and protective placements.	Yes	Yes Wis. Stat. chs. 54 and 55	EVT+7 years and destroy confidential.	Event is date of termination of guardianship or protective placement.	Waived
CNTY0306	Lawsuits and Habeas Corpus	Documents pertaining to, and from, the county.	No	No	EVT+3 years and destroy.	Event is the date case is closed or when appeal time has expired, whichever is longer.	Waived
CNTY0307	Legal Fees, Outside Counsel	Billing statements from retained outside legal counsel.	No	No	EVT+7 years and destroy.	Event is date of last activity or case closed, whichever is longer.	Waived
CNTY0308	Legal Memoranda	Comprehensive and organized written document that summarizes and analyzes relevant laws based on legal research.	No	No	Permanent	N/A	N/A
CNTY0309	Legal Opinions	Interoffice communications seeking or issuing a legal opinion.	No	Yes Wis. Stat. § 905.03	EVT+7 years and destroy.	Event is date of issuance of legal opinion.	N/A
CNTY0310	Liability Claim Files	Notice of claim filed by claimant and communications between insurance company and county employees related to the claim.	No	No	EVT+7 years and destroy.	Event is the date claim is closed or final payment is made.	Waived
CNTY0311	Mental Commitment Cases	Legal documents filed with the Court or used for case preparation to prosecute mental health commitments.	Yes	Yes Wis. Stat. ch 51	EVT+3 years and destroy confidential.	Event is the date case is closed.	Waived
CNTY0312	Ordinance Enforcement Files	Enforcement letters or citations sent or issued to correct a pending violation of a county ordinance or state law.	No	No	EVT+3 years and destroy.	Event is the date violation corrected.	Waived
CNTY0313	Real Estate Closing Files	Sale of county owned property.	No	No	EVT+7 years and destroy.	Event is the date of sale.	N/A

RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	Minimum Retention and Disposition	Event Description	WHS Notification
CNTY0314	Termination of Parental Rights (TPRs)	Legal documents filed with the Court or used for case preparation to prosecute TPR cases.	Yes	Yes Wis. Stat. § 48.78	EVT+45 days and destroy confidential.	Event is the date of child's 19 th birthday.	Waived
CNTY0315	Truancy Referrals	Referrals received from law enforcement or Human Services.	Yes	Yes Wis. Stat. § 938.78	EVT+1 year and destroy confidential.	Event is the date of child's 18 th birthday.	Waived
County Clerk							
CNTY0350	Annual Directories of Public Officials	Annual printed directories of public officials having jurisdiction within the county, prepared and published by the county clerk.	No	No	EVT+1 year and transfer to Wisconsin Historical Society.	Event is the date of publication.	Notify
CNTY0351	Aid to Immigration Societies	Aid for the purpose of inducing immigration to the state. Appropriations, disbursements, statements from the immigration society and itemized bills.	No	No	EVT+7 years and destroy.	Event is the date of disbursement.	Waived
CNTY0352	Appointments	Governor appointments, elected officials, county board of supervisors, committee appointments, county park commissioners, appointment of Clerk of Courts for juvenile matters.	No	No	EVT+7 years and destroy.	Event is the date appointment ends.	Waived
CNTY0353	Consolidation of Counties	Order for referendum or special election to consolidate counties.	No	No	EVT+7 years and destroy.	Event is the date of the order.	Waived
CNTY0354	Farmland Preservation Records	Detachment and preservation of farmland. Judgments, agreements and applications.	No	No	EVT+7 years and destroy.	Event is the date of creation.	Waived
CNTY0355	Forest Products	Notice of cutting forest products. Notices to town chairpersons regarding harvesting of raw forest products.	No	No	EVT+7 years and destroy.	Event is the date of the notice.	Waived

RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	Minimum Retention and Disposition	Event Description	WHS Notification
CNTY0356	Mosquito Control	District records for mosquito control. Records pertaining to mosquito control districts.	No	No	EVT+7 years and destroy.	Event is the date of creation.	Waived
CNTY0357	Municipal Judgments	Municipal collection of judgments. Receipts and reports from municipal clerks paid to county treasurer. Names of municipal judges, amount of monies collected, date of collection, defendant name, cause of action and date of the summons and judgment.	No	No	EVT+7 years and destroy.	Event is the date the funds are received by the treasurer.	Waived
CNTY0358	Oaths of Office	County officers oaths and bonds.	No	No	EVT+7 years and destroy.	Event is the date of the oath and/or bond.	Waived
CNTY0359	Removal and Resignation from Office	Removals and resignations from public office. Testimony and proceedings of removal from office and resignations of public officers.	No	No	EVT+7 years and transfer to Wisconsin Historical Society.	Event is the date of removal or resignation.	Notify
CNTY0360	School Tuition Claims	Tuition claims for nonresident pupils or adults for which services were provided during the preceding year.	No	No	EVT+7 years and destroy.	Event is the end of the school year.	Waived
CNTY0361	Veterans Burials	Records of financial assistance and care of veteran's burials. Soldiers' grave records including care of and financial assistance for burials.	Yes	No	EVT+7 years and destroy confidential.	Event is the date of assistance.	Waived
County Clerk – County Board							
CNTY0400	County Board Ordinances	County Board approved ordinances. May include county zoning ordinance, petition for amendments, agricultural use.	No	No	EVT+6 years and transfer to Wisconsin Historical Society.	Event is the date of publication of the same in the official proceedings of the board, Wis. Stat. § 59.42(4)(b)1.	Notify

RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	Minimum Retention and Disposition	Event Description	WHS Notification
CNTY0401	Proceedings	County Board proceedings, committee proceedings, original papers and reports, official publications, publication fees.	No	No	EVT+7 years and transfer to Wisconsin Historical Society.	Event is the date of the proceeding.	Notify
CNTY0402	County Board Resolutions	County Board approved resolutions.	No	No	EVT+6 years and transfer to Wisconsin Historical Society.	Event is the date of publication of the same in the official proceedings of the board.	Notify
CNTY0403	Statistical Reports	Statistical reports of the county clerk to the county board.	No	No	EVT+2 years and destroy.	Event is the date the report given to county board.	Waived
Elections – Retentions in this section based on Wis. Stat. § 7.23							
CNTY0450	Federal Election Records	Federal election records other than registration cards. Applications for absentee ballots, all other election materials and supplies, ballots, certified lists of all candidates, election notices, election records other than registration cards, sample ballots, election returns, inspector's statements, tally sheets, lists and envelopes.	No	No	EVT+22 months and destroy.	Event is the date of election unless contested, then by court order.	Waived
CNTY0451	State and Local Election Records	Applications for absentee ballots, all other election materials and supplies, certified lists of all candidates, election records other than registration cards, sample ballots, election returns, inspector's statements, tally sheets, lists and envelopes, nomination papers for political party and county offices.	No	No	EVT+90 days and destroy.	Event is the date of election.	Waived
CNTY0452	Ballots State and Local	State and local ballots.	No	No	EVT+30 days and destroy.	Event is the date of election.	Waived
CNTY0453	Ineligible Voter Registration Cards	Registration cards from electors whose registrations are changed to ineligible status.	No	No	EVT+4 years and destroy.	Event is the date voter status updated to ineligible.	Waived

RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	Minimum Retention and Disposition	Event Description	WHS Notification
CNTY0454	Certificate of Election	Election certifications may include reports, statements, determinations.	No	No	EVT+7 years and destroy.	Event is the date of election.	Waived
CNTY0455	Detachable Recording Units	Detachable recording units. Memory card/sticks for voting machines.	No	No	EVT+14 days for primary and 21 days after any other election and destroy.	Event is the date data is transferred to a disk or other recording medium.	Waived
CNTY0456	Election Notices	Election notices, types A-E and special elections. Proof of publication and correspondence.	No	No	EVT+1 year and destroy.	Event is the date of election unless contested, then by court order.	Waived
CNTY0457	Official Canvasses	Official canvasses.	No	No	EVT+10 years and destroy.	Event is the date of election canvass relates to.	Waived
CNTY0458	Recount Fee Record	Recount application and record of recount fees.	No	No	EVT+7 years and destroy.	Event is the date of recount.	Waived
CNTY0459	Registration and Poll Lists	Registration and poll lists for non-partisan elections.	No	No	EVT + 2 years and destroy.	Event is the date of election.	Waived
License							
CNTY0500	Automobile Registration Lists	Automobile Registration Lists. Fleet list of county vehicles.	No	No	EVT+7 years and destroy.	Event is the date issued.	Waived
CNTY0501	Dog License	Dog license reports, fee reports, records, tags, municipal records sold and issued.	No	No	EVT+3 years and destroy.	Event is the year issued.	Waived
CNTY0502	Marriage License Application records	Marriage License documentation. Marriage license applications, records, and papers pertaining to the application, examination and test documentation, consents of parent or guardian and orders of the court waiving waiting period.	Yes	No	EVT+10 years and destroy confidential.	Event is the date of application.	Waived

RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	Minimum Retention and Disposition	Event Description	WHS Notification
Public Lands and Roads							
CNTY0550	Airport Land	County Airport Records funded with State or Federal funds. Acquisition of airport land, orders and maps, protests of proposed zoning amendments in airport affected area.	No	No	EVT+7 years and transfer to Wisconsin Historical Society.	Event is the date the funding is received.	Notify
CNTY0551	Relocation Orders and Award of Compensation	Relocation orders for public infrastructure and award of compensation pursuant to the relocation orders.	No	No	EVT+7 years and destroy.	Event is the date of relocation order.	Waived
CNTY0552	Commendation	Commendation proceedings including county parks and parkways. Commendation proceedings, assessments of benefits, damages made, notice of appeals, publication of final proceedings as a class 2 notice.	No	No	EVT+7 years and destroy.	Event is the date of final determination.	Waived
CNTY0553	County Forest Land records	County forest lands and road aids. Easements, entry and withdrawals of county forest lands, county forest road aids, maps.	No	No	EVT+7 years and destroy.	Event is the date funding received.	Waived
CNTY0554	County Highways	County Highway documents. May include acquisition of land, orders, maps, construction, statements, findings, determinations, and declaration regarding controlled areas, highway jurisdiction maps.	No	No	EVT+7 years and transfer to Wisconsin Historical Society.	Event is the date received by the clerk.	Notify
CNTY0555	County Land	Notices to town assessors setting out lands owned by the county and lands sold by the county.	No	No	EVT+3 years and destroy.	Event is the date sent.	Waived
CNTY0556	District Protection	Public inland lake protection and rehabilitations districts. Special assessment reports from commissioners of district, petitions, objections.	No	No	EVT+7 years and destroy.	Event is the date received.	Waived
CNTY0557	Drainage District	Drainage district, transfer to other jurisdiction. Petitions and resolutions to transfer to other jurisdiction.	No	No	EVT+7 years and destroy.	Event is the date received.	Waived

RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	Minimum Retention and Disposition	Event Description	WHS Notification
CNTY0558	Municipal Power and Water Districts	Records of municipal power and water districts. Resolutions of organization, public service commission reports, petitions, referendum results.	No	No	EVT+7 years and destroy.	Event is the date received.	Waived
CNTY0559	Roads and Highways	State trunk highways, county roads, town road maps, adoption of grades and alterations, petitions for immediate repair to culvert or bridge, appropriations, appeals to county board.	No	No	EVT+7 years and transfer to Wisconsin Historical Society.	Event is the date received.	Notify
Emergency Management							
CNTY0600	Claims Arising During State of Emergency	FEMA claims arising during a state of emergency.	No	No	EVT+121 days and destroy.	Event is the end of current year.	Waived
CNTY0601	Declaration of Emergency	Proclamation, Resolution and/or Ordinance.	No	No	EVT+7 years and destroy.	Event is the end of current year.	Waived
CNTY0602	Emergency Preparedness Plan	Comprehensive emergency management plan, preparedness plan, continuity plans, emergency operations plan, etc.	No	No	EVT+1 month and destroy.	Event is the date superseded.	Waived
CNTY0603	Local Emergency Planning Committee	A listing of current committee members.	No	No	EVT+1 month and destroy.	Event is the date superseded.	Waived
CNTY0604	Local Emergency Response Team - Reimbursement Claim	Hazmat claims sent to the responsible party. The local Emergency Management would then turn pay the responding agency.	No	No	EVT+5 years and destroy.	Event is the date of the reimbursement. Must give Wisconsin Emergency Management (WEM) 60-days written notice before any such record may be destroyed per Wis. Adm. Code § WEM 6.09.	Waived

RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	Minimum Retention and Disposition	Event Description	WHS Notification
CNTY0605	Mutual Assistance - State of Emergency	A record of requests for mutual assistance during an emergency, National Guard, law enforcement Specialized Multi Agency Response Team (SMART) program, Mutual Aid Box Alarm System (MABAS).	No	No	EVT+7 years and destroy.	Event is the end of current year.	Waived
Emergency Medical Services Program							
CNTY0651	Emergency Medical Services Program	Personnel certification, licensure and/or training documentation.	No	No	EVT+1 month and destroy.	Event is the date superseded.	Waived
CNTY0652	Emergency Medical Services Program Plan(s)	Regulations, policies, resource management, training, priorities for transportation, facilities improvements, communication under the National Highway Traffic Safety Administration, public information and education, etc.	No	No	EVT+1 month and destroy.	Event is the date superseded.	Waived
CNTY0653	Mutual Assistance - State of Emergency	A record of requests for mutual assistance during an emergency, National Guard, law enforcement Specialized Multi Agency Response Team (SMART) program, Mutual Aid Box Alarm System (MABAS).	No	No	EVT+7 years and destroy.	Event is the end of current year.	Waived
Community Development							
CNTY0700	HUD Disaster Recovery Initiative Fund Files	HUD funding documents, application, finances, intake form, social security, tax returns.	No	No	EVT+7 years and destroy.	Event is date of last payout and audit.	Waived
Senior Services							
CNTY0750	Adult Day Care Records	Reports provided by third parties regarding the day care of adults.	No	No	EVT+3 years and destroy.	Event is the end of current year.	Waived
CNTY0751	Area Agency on Aging Reports - includes nutritional meal program summary	Monthly records of Congregate, HDM, Family Care, NOAA, Respite Care, and Shelf Stable meals, Nutrition Education, Volunteer-in-Kind hours provided. Data entered into WellSky/SAMS and rosters and reports generated monthly.	Yes	Yes Wis Stat. § 59.52	EVT+7 years and destroy.	Event is the end of current year.	Waived

RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	Minimum Retention and Disposition	Event Description	WHS Notification
CNTY0752	Benefit Specialist Client Files	Data entered into DSH WellSky/SAMS database.	Yes	Yes Wis Stats. §§ 46.81 & 59.52 & HSS 245.03	EVT+7 years and destroy.	Event is the date the file is closed.	Waived
CNTY0753	Benefit Specialist Report	Data entered into DHS WellSky/SAMS database.	Yes	Yes Wis Stat. § 46.81	EVT+1 month and destroy.	Event is the date superseded.	Waived
CNTY0754	Client Assessments for Home Delivered Meals and Supportive Services	HDM client initial shorter assessment form, and in-home assessor full assessment form, to determine initial and ongoing eligibility for HDM.	Yes	Yes Wis. Stat. § 59.52	EVT+3 years and destroy.	Event is the end of current year.	Waived
CNTY0755	Client Files - includes complaints, HDM assessments and pre-authorizations	MCO Family Care preauthorization forms. File of client correspondence: compliments, complaints, reminders of program guidelines, Notice of discontinuation of meals if Not following guidelines.	Yes	Yes Wis. Stat. § 59.52	EVT+7 years and destroy.	Event is the date the file is closed.	Waived
CNTY0756	Client Nutrition Site Changes, site counts and daily meal counts	Meal Cancellation Logs maintained at each nutrition site and mailed weekly to program supervisor. Weekly reports mailed to supervisor and maintained with monthly records.	No	No	EVT+4 years and destroy.	Event is the end of current year.	Waived
CNTY0757	Client Donation Statements	Suggested donation for HDM meals in previous month. May include Monthly donation statements produced from WellSky/SAMS, printed, and mailed to HDM designee; Family Care claims produced by supervisor and accounting supervisor and mailed to appropriate MCO.	Yes	Yes Wis. Stat. § 59.52	EVT+3 years and destroy.	Event is the end of current year.	Waived

RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	Minimum Retention and Disposition	Event Description	WHS Notification
CNTY0758	Complaint Grievance File	Rights and grievances.	Yes	Yes Wis Stat. § 59.52	EVT+3 years and destroy.	Event is the end of current year.	Waived
CNTY0759	Congregate Participant Logs Book	Daily log of in-person diners, and their signature, for each nutrition site offering congregate meals. Mailed to supervisor weekly and maintained with weekly & monthly record.	No	No	EVT+7 years and destroy.	Event is the end of current year.	Waived
CNTY0760	Congregate Registration Forms	BADR & GWAAR provided Congregate Registration form for initial eligibility and required annual completion.	No	No	EVT+7 years and destroy.	Event is the end of current year.	Waived
CNTY0761	Contracts Not Related to Purchasing	Vendor's Certificate of Liability.	No	No	EVT+3 years and destroy.	Event is the end of current year.	Waived
CNTY0762	Elder Abuse Reports	Documents related to elder abuse.	Yes	Yes Wis. Stat. § 46.90	EVT+7 years and destroy.	Event is the end of current year.	Waived
CNTY0763	Home Delivered and Congregate Meals, volunteer - in-kind hours	Volunteer in-kind hours for congregate and home delivered meal hours at each nutrition site. Includes volunteer mileage reports.	Yes	Yes Wis. Stat. § 46.85	EVT+7 years and destroy.	Event is the end of current year.	Waived
CNTY0764	Home Delivered Meals, client charge log (roster), and daily vendor order sheet	HDM route sheets, Respite Care Wednesday meals at Lake Mills, monthly roster that records daily meals for each client, and weekly vendor order sheet.	Yes	Yes Wis. Stat. § 59.52	EVT+7 years and destroy.	Event is the end of current year.	Waived
CNTY0765	Information & Assistance (I & A) Files (EOY)	Data entered into WellSky/SAMS. Number of monthly contacts maintained includes ID applications, receipts, and reconciliation books.	Yes	Yes Wis. Stat. § 59.52	EVT+7 years and destroy.	Event is the date of audit.	Waived
CNTY0766	Nutrition Program Records	Nutrition Program Records are maintained by the month and year in supervisor's office.	Yes	Yes Wis. Stat. § 59.52	EVT+3 years and destroy.	Event is the end of current year.	Waived

RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	Minimum Retention and Disposition	Event Description	WHS Notification
CNTY0767	Nutrition Site, quality control sheets	Temperature logs (food & refrigerator/freezer), test trays completed, annual nutrition site inspection.	No	No	EVT+3 years and destroy.	Event is the end of current year.	Waived
CNTY0768	Nutrition Site, registrations	Senior Site Managers receive a carbon copy of the initial short-form HDM assessment and are maintained with other nutrition site documents.	Yes	Yes Wis. Stat. § 59.52	EVT+1 year and destroy.	Event is the end of current year.	Waived
CNTY0769	Senior Center Listing	Web site updated regularly for Senior Center Nutrition Program changes. BADR/GWAAR SharePoint site lists each nutrition program, services, and hours of operation as updated by supervisor.	No	No	EVT+5 years and destroy.	Event is the end of current year.	Waived
CNTY0770	Statistics, operational and cost	Statistics for some programs are generated from WellSky/SAMS. Operational costs -Fiscal	No	No	EVT+5 years and destroy.	Event is the end of current year.	Waived
CNTY0771	Support Group and Doctors List	Informal Doctors list use by staff only-for internal use only.	No	No	EVT+1 year and destroy.	Event is the end of current year.	Waived
CNTY0772	Taxi Program Analysis	Taxi Program Analysis data.	No	No	EVT+3 years and destroy.	Event is the end of current year.	Waived
CNTY0773	Taxi Vouchers	Work Force Development.	Yes	Yes Wis. Stat. § 85.21	EVT+3 years and destroy.	Event is the date audited.	Waived
CNTY0774	Transit Data, Historical, specialized	Historical Specialized Transit Data.	No	No	EVT+7 years and destroy.	Event is the end of current year.	Waived
CNTY0775	Transportation Contracts	Contracts with local Transportation Providers.	No	No	EVT+3 years and destroy.	Event is the end of current year.	Waived
CNTY0776	Volunteer Acknowledgement of Confidentiality, application forms, driver agreements	Senior Dining Program volunteer application.	Yes	Yes Wis. Stat. § 59.52	EVT+3 years and destroy.	Event is the date terminated.	Waived
CNTY0777	Volunteer Card File	Volunteer contact information for annual volunteer recognition invitations.	Yes	Yes Wis. Stat. § 46.85	EVT+7 years and destroy.	Event is the end of current year.	Waived

RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	Minimum Retention and Disposition	Event Description	WHS Notification
Facilities							
CNTY0800	Maps - Original Drawings	County Construction and remodeling plans.	No	No	EVT+10 years and destroy.	Event is the date superseded.	Waived
CNTY0801	Condemned Homes on County Property - Burning of	Records pertaining to properties the county has condemned and now owns, burning and demolition permits and inventories.	No	No	EVT+49 years and destroy.	Event is the date the building is removed.	Waived
Health							
CNTY0850	Medicare Cost Report	Documents related to Medicare reimbursements.	No	No	EVT+7 years and destroy.	Event is the end of the current year.	Waived
CNTY0851	W.I.C. Case Files	Customer records, lead screening specifically for WIC and reports sent to state.	Yes	Yes Wis. Stat. § 19.36(1) 7 C.F.R. § 246.25	EVT+3 years and destroy confidential.	Event is the end of fiscal year.	Waived
Client and/or Family Care							
CNTY0901	Client Listing	This is a report showing how many people were serviced and the type of services provided.	Yes	Yes HIPAA	EVT+1 month and destroy confidential.	Event is the end of current year.	Waived
CNTY0902	Client Record / Patient Care: Adult	Records pertaining to adult care, care coordination records, family care, health check well child adult, blood pressure reports, home care record, immunization records.	Yes	Yes HIPAA	EVT+7 years and destroy confidential.	Event is the end of current year.	Waived
CNTY0903	Client Record / Patient Care: Minor	Records pertaining to childcare, child long term support, care coordination, autism records, family care records, well child check, home care record, immunization records.	Yes	Yes HIPAA	EVT+5 years and destroy confidential.	Date Minor reaches 18 years of age.	Waived
CNTY0904	Health Fair Records	This is a report showing how many people were serviced at fair events and the type of services provided, the record itself is part of the client file.	Yes	Yes HIPAA	EVT+7 years and destroy confidential.	Event is the end of current year.	Waived

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Communicable Disease Records							
CNTY0950	Clinic Record, STD Clinic	Records pertaining to STD testing.	Yes	Yes HIPAA	EVT+7 years and destroy confidential.	Event is the end of current year.	Waived
CNTY0951	Immunization Administration Record	Record of vaccine administration to children and adults.	Yes	Yes HIPAA	Permanent Wis. Stat. § 19.36(1) 42 U.S.C. 300aa-25 (Supp. 1987) National Childhood Injury Act of 1986, Section 2125 PHS Act	N/A	N/A
CNTY0952	Referral Listing	List of possible resources to refer a client to.	No	No	EVT+7 years and destroy.	Event is the end of current year.	Waived
CNTY0953	Signature of Person to Receive Vaccine or Person Authorized to Make Request for Immunization: Adult	Immunization form signed authorizing the immunization of an adult.	Yes	Yes HIPAA	EVT+10 years and destroy confidential.	Event is the end of current year.	Waived
CNTY0954	Signature of Person to Receive Vaccine or Person Authorized to Make Request for Immunization: Minor	Immunization form signed authorizing the immunization of a minor.	Yes	Yes HIPAA	EVT+10 years and destroy confidential.	Event is the date of child's 18 th birthday.	Waived
Community Education							

RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	Minimum Retention and Disposition	Event Description	WHS Notification
CNTY1000	Curriculum	Educational materials, evaluations, program materials.	No	No	EVT+7 years and transfer to Wisconsin Historical Society.	Event is the end of current year.	Notify
Environmental Health Records							
CNTY1050	Health Hazard Investigations	Any investigation into a complaint as it relates to the County Human Health Hazard Ordinance.	No	No	EVT+7 years and destroy.	Event is the end of current year.	Waived
CNTY1051	Licensed Establishments Inspection Reports	Any inspection done by a sanitarian through either a complaint or regular inspection.	No	No	EVT+3 years and destroy.	Event is the end of current year.	Waived
CNTY1052	Water Sample Reports	These are well water tests done for households with a pregnant person. Samples are tested at the Wisconsin State Lab of Hygiene. This also includes sampling of pools and hot tubs in hotels and other recreational facilities, it also includes public swimming water.	No	No	EVT+7 years and destroy.	Event is the end of current year.	Waived
Adolescent & Family Services / Juvenile							
CNTY1100	Adolescent & Family Services Census Sheets	Census sheets.	No	No	EVT+1 month and destroy.	Event is the date superseded.	Waived
CNTY1102	Adolescent & Family Services Client Records	Client index card files, client listing, client logs.	Yes	Yes Wis. Stats. §§ 48.396 and 938.396	EVT+7 years and destroy confidential.	Event is the date of child's 19 th birthday.	Waived
CNTY1103	Original Offense Report	Documentation regarding client offense reports.	No	No	EVT+2 years and destroy.	Event is the end of current year.	Waived
CNTY1104	Permission Slips (Residents)	Resident permission slips.	No	No	EVT+2 years and destroy.	Event is the end of current year.	Waived

RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	Minimum Retention and Disposition	Event Description	WHS Notification
CNTY1105	Resident Juvenile Case Files, secure	Documents pertaining to juvenile residents in a secured facility.	Yes	Yes Wis. Stats. §§ 48.396 and 938.396	EVT+10 years and destroy confidential.	Event is the date case is closed.	Waived
CNTY1106	Resident Juvenile Case Files, shelter care	Documents pertaining to juvenile residents in a sheltered care.	Yes	No	EVT+7 years and destroy confidential.	Event is the date case is closed.	Waived
CNTY1107	Resident Medical Treatment Records	Medical treatment of clients under the care of a residential care center.	Yes	Yes HIPAA	EVT+7 years and destroy confidential.	Event is the end of current year.	Waived
CNTY1108	Resident Medication Log	A listing of medications given to residents of a care center.	Yes	No	EVT+1 month and destroy confidential.	Event is the date superseded.	Waived
CNTY1109	Shelter Care Secure Admission Register	Records pertaining to clients served at secured care facilities.	Yes	No	Permanent	N/A	N/A
CNTY1110	Unit Log (Male & Female)	Listing of residents at a residential care facility.	No	No	EVT+2 years and destroy confidential.	Event is the end of current year.	Waived
Intake Shared Services							
CNTY1150	Child Abuse and Neglect / Child Welfare Client Records	Child Protective Services (CPS) case records, Child Welfare (CW) case records, intake & shared services client records, intake access contact listing.	Yes	Yes Wis. Stat. § 48.396	EVT+7 years and destroy confidential.	Event is the date the case is closed.	Waived
CNTY1151	Kinship Care Client Records	CPS case records, YJ case records, Kinship Care records.	Yes	Yes Wis. Stat. § 48.396	EVT+7 years and destroy confidential.	Event is the date of child's 18 th birthday.	Waived
Long Term Care							
CNTY1200	Long Term Care Client Listing	Client listing, client log.	Yes	Yes	EVT+1 month and destroy confidential.	Event is the date superseded.	Waived

RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	Minimum Retention and Disposition	Event Description	WHS Notification
CNTY1201	Long Term Care Client Records - Developmentally Disabled	Client records and reports pertaining to the care of long-term clients.	Yes	Yes Wis. Stat. § 48.396	EVT+7 years and destroy confidential.	Event is the date case is closed.	Waived
Mental Health AODA / Clinical Services							
CNTY1250	Clinical Services Division Client Records	Outpatient Integrated Behavioral Health Clinic: Assessment documents, treatment planning, consent paperwork, progress Notes, discharge paperwork, releases of information, collateral documents, PPS, HIPAA and Clinical Reviews	Yes	Yes Wis. Admin. Code chs. DHS 75 and 92	EVT+7 years and destroy confidential.	Event is the end of the current year.	Waived
CNTY1251	Community Support Program (CSP) Admissions, Referrals, and Discharge Logs	In-depth assessments, discharge and opening records and referrals.	Yes	Yes Wis. Admin. Code §§ DHS 63.15 and 92.12	EVT+7 years and destroy confidential.	Event is the date of discharge.	Waived
CNTY1252	Community Support Program (CSP) and Day Treatment (DT) Client Review Notes for State Audit	The Client Review Notes, supervision log for review at the state audit.	Yes	Yes Wis. Admin. Code §§ DHS 63.15 and DHS 92.12	EVT+7 years and destroy confidential.	Event is the end of current year.	Waived
CNTY1253	Community Support Program (CSP) Client Review Log	Client review logs.	Yes	Yes Wis. Admin. Code §§ DHS 63.15 and DHS 92.12	Permanent	N/A	N/A
CNTY1254	Community Support Program (CSP) Client Waiting Lists	Waiting list are compiled for the year and retained through state reporting.	Yes	Yes Wis. Admin. Code §§ DHS 63.15 and DHS 92.12	EVT+1 month and destroy confidential.	Event is the date superseded.	Waived

RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	Minimum Retention and Disposition	Event Description	WHS Notification
CNTY1255	Community Support Program (CSP) Statistics	Statistics compiled in the annual report are retained permanently.	No	No	Permanent Statistics can be needed for funding and grants and CSP is a long-term program.	N/A	N/A
CNTY1256	Complaint Investigations	Complaint Investigations against staff.	No	No	EVT+7 years and destroy.	Event is the date of settlement	Waived
CNTY1257	Court Commitment Tracking Sheets	Documents pertaining to court commitments of a client.	Yes	Yes Wis. Admin. Code §§ DHS 63.15 and DHS 92.12	EVT+1 month and destroy confidential.	Event is the date superseded.	Waived
CNTY1258	Day Treatment and Group Home Waiting Lists	A listing of clients waiting to receive treatment and or placement in a group home.	Yes	Yes Wis. Admin. Code §§ DHS 63.15 and DHS 92.12	EVT+1 month destroy confidential.	Event is the date superseded.	Waived
CNTY1259	Day Treatment Attendance Sheets	Client attendance sheet.	No	No	EVT+1 month and destroy.	Event is the end of current year	Waived
CNTY1260	Day Treatment Statistics	Reports pertaining to the treatment of clients for statistical purposes and reimbursement.	No	No	EVT+2 years and destroy.	Event is the end of current year.	Waived
CNTY1261	Disease Indexing	An index of diseases treated.	No	No	Permanent	N/A	N/A
CNTY1262	Employee Blood Born Pathogen Records	Employee blood born pathogen records.	Yes	Yes	EVT+30 years and destroy confidential.	Event is the date terminated.	Waived
CNTY1263	Hospital Census Sheets / Demographic	Hospital census sheets and demographic records.	No	No	EVT+10 year and destroy.	Event is the end of current year.	Waived

RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	Minimum Retention and Disposition	Event Description	WHS Notification
CNTY1264	Medical Staff Credential Files With Disciplinary Action	Medical staff credential files with disciplinary action.	Yes	Yes	Permanent	N/A	N/A
CNTY1265	Medical Staff Credential Files Without Disciplinary Action	Medical staff credential files without disciplinary action.	No	No	EVT+7 years and destroy.	Event is the date terminated.	Waived
CNTY1266	Nursing Schedules	Work schedules.	No	No	EVT+5 years and destroy.	Event is the end of current year.	Waived
CNTY1267	OBRA Screening (Omnibus Budget Reconciliation Act)	OBRA Screening (Omnibus Budget Reconciliation Act).	No	No	EVT+1 year and destroy.	Event is the end of current year.	Waived
CNTY1268	Patient Treatment Survey	Surveys received from clients.	No	No	EVT+1 year and destroy.	Event is the date the survey is complete.	Waived
CNTY1269	Payee Client Files	Payment information for client.	No	No	EVT+2 years and destroy.	Event is the end of current year.	Waived
CNTY1270	Petty Cash Vouchers	Vouchers used for small items to assist clients.	No	No	EVT+1 month and destroy.	Event is the date superseded.	Waived
CNTY1271	Physician's Registry	A registry of all attending physicians.	No	No	Permanent	N/A	N/A
CNTY1272	Quality Assurance	Actions taken to ensure process are efficient and client needs are met.	No	No	EVT+1 year and destroy.	Event is the date the survey is complete.	Waived
CNTY1273	Supervision Log	Logs and documentation for monitoring staff.	No	No	EVT+3 years and destroy.	Event is the end of current year.	Waived
CNTY1274	Survey's - Title XIX	Survey of treatment for state medical assistance programs.	No	No	EVT+15 years and destroy.	Event is the end of current year.	Waived
Environmental Health							
CNTY1300	Animal Bite Files	Any animal bite that is associated with a possible rabies bite is documented in a state-owned system Wisconsin Electronic Disease Surveillance System.	No	No	EVT+10 years and destroy.	Event is the end of current year.	Waived

RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	Minimum Retention and Disposition	Event Description	WHS Notification
CNTY1301	Animal Bite Log	Logs are kept for all animal bites that result in a Rabies test. This log is just for our own documentation purposes and the data is entered into the state-owned system Wisconsin Electronic Disease Surveillance System.	No	No	EVT+1 year and destroy.	Event is the end of current year.	Waived
CNTY1302	Environmental Department Audit	Agent of the State Program Evaluations from Department of Agriculture, Trade, and Consumer Protection.	No	No	EVT+1 month and destroy.	Event is the date superseded.	Waived
CNTY1303	Food & Liquor License Establishments	Documentation for food serving establishments in the County with a license.	No	No	EVT+7 years and destroy.	Event is the Event is the end of current year.	Waived
CNTY1304	Food Borne Illness / Establishment Complaint Files	Complaints from the public regarding food borne illnesses that may be associated with an establishment as required by the DATCP Inspection Program.	No	No	EVT+7 years and destroy.	Event is the date the complaint is filed.	Waived
CNTY1305	Food Sample Reimbursement Documentation	Any documentation related to cost associated with food samples provided and tested during a foodborne outbreak.	No	No	EVT+7 years and destroy.	Event is the end of current year.	Waived
CNTY1306	Hotel / Motel Inspections	All inspection results associated with Hotels and Motels in the County as part of the DATCP Inspection Program.	No	No	EVT+3 years and destroy.	Event is the end of current year.	Waived
CNTY1307	Inspections for Peddler's Permits	Inspection reports & permits for hand-to-hand goods being sold.	No	No	EVT+3 years and destroy.	Event is the end of current year.	Waived
CNTY1308	Lead Inspections (Poisonous & Non-Poisonous)	Lead inspections of homes where children reside who have elevated blood lead levels Noted in children.	No	No	EVT+7 years and destroy.	Event is the end of current year.	Waived
CNTY1309	Public Campgrounds	List and possible inspection information associated with campgrounds as part of the DATCP Inspection Program.	No	No	EVT+3 years and destroy.	Event is the end of current year.	Waived
CNTY1310	Recreational Educational Camps	List and possible inspection information associated with recreational campgrounds as part of the DATCP Inspection Program.	No	No	EVT+3 years and destroy.	Event is the end of current year.	Waived
CNTY1311	Reimbursement Reports	Reports for reimbursement through the DATCP Inspection Program.	No	No	EVT+1 year and destroy.	Event is the end of current year.	Waived

RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	Minimum Retention and Disposition	Event Description	WHS Notification
CNTY1312	Restaurant & Retail Consumer Complaints	All Complaints related to restaurants and retail consumers.	No	No	EVT+10 years and destroy.	Event is the end of current year.	Waived
CNTY1313	Retail Food Establishment Inspections	Any inspection of a school food services and its findings through the DATCP Inspection Program.	No	No	EVT+10 years and destroy.	Event is the end of current year.	Waived
CNTY1314	School Inspection Files	Any inspection of a retail food establishment and its findings through the DATCP Inspection Program.	No	No	EVT+10 years and destroy.	Event is the end of current year.	Waived
CNTY1315	Swimming Pool Inspections	All inspection findings of swimming pools.	No	No	EVT + 3 years and destroy.	Event is the end of current year.	Waived
CNTY1316	Temperature Log, Refrigerator & Incubator	Daily log of vaccine freezer and refrigerator in accordance with the state Vaccines for Children Program.	No	No	EVT+10 years and destroy.	Event is the end of current year.	Waived
CNTY1317	Well Inspection Lab Note Log	Logs of well inspections completed. Notes, logs and surveys.	No	No	EVT+7 years and destroy.	Event is the end of current year.	Waived
Human Services							
CNTY1400	Ch. 49 case records & other materials of all public assistance kept as required	Public assistance and children and family services records not listed elsewhere.	No	No	EVT+3 years and transfer to Wisconsin Historical Society.	If no payments have been made for at least 3 years and a face sheet and financial record or payments for each aid account are preserved in accordance with rules adopted by Dept. of Health Services, set out below.	Notify

RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	Minimum Retention and Disposition	Event Description	WHS Notification
CNTY1401	Open Public Assistance Case Records	(1) All data forms: case determination sheets worksheets; medical assistance certification sheets; sheets which document the verification of changeable items, such as income or health status; correspondence to & from applicants & recipients; & any other document needed to support income maintenance agency decisions (2) Sheets which document the verification of unchangeable items, such as social security numbers, birth dates, & citizenship (3) financial record for all payments not on file in CRN.	Yes	Yes Wis. Stat. § 49.83 Ch. 49 & § 59.52(4)(a) 18 Wis. Stats., Ch. DCF 121 Wis. Adm. Code, and Wis. DCF and/or Wis. DHS directives	EVT+6 years and transfer to Wisconsin Historical Society.	(1) Most recent 6-year period (2) & (3) Date case is closed.	Notify
CNTY1402	Closed Public Assistance Cases & Denied Cases	(1) records specified in CNTY401 (1) above (2) Most recent data form, records specified in CNTY401 (2) above & materials relating to any lack of cooperation on the part of the recipient (3) Most recent data form & record specified in CNTY401 (3) above.	Yes	Yes Wis. Stat. § 49.83 Ch. 49 & § 59.52(4)(a) 18 Wis. Stats., Ch. DCF 121 Wis. Adm. Code, and Wis. DCF and/or Wis. DHS directives	(1) EVT+3 years (2) EVT+6 years (3) EVT+3 years: and transfer to Wisconsin Historical Society.	(1) & (2) EVT = Date case is closed (3) EVT = Date of Denial.	Notify
CNTY1403	Fraud Unfounded	Records pertaining to unfounded claims for public assistance.	No	No	EVT+3 years and destroy.	Event is date of determination decision.	Waived
CNTY1404	Fraud Founded - referred to D.A.	Records pertaining to fraudulent claims for public assistance to be prosecuted.	Yes	Yes Wis. Stat. § 56.10	EVT+7 years and destroy confidential.	Event is date of determination decision.	Waived
CNTY1405	Fraud Founded - other	Records pertaining to fraudulent claims for public assistance to be monitored.	Yes	Yes Wis. Stat. § 56.10	EVT+5 years and destroy confidential.	Event is date of determination decision.	Waived

RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	Minimum Retention and Disposition	Event Description	WHS Notification
Social Services Case File							
CNTY1450	State Required & County Developed Case Documentation	Initial contact sheet; notice of agency action; social services narrative; financial information; any other records documenting client eligibility and activity.	Yes	Yes	EVT+3 years and destroy confidential.	Event is the date case is closed.	Waived
CNTY1451	Social Service Records for Cases Opened for Services	Applications; referral actions not resulting in case opening; miscellaneous requests & correspondence about individual clients from consumer and other agencies which do not result in case opening.	Yes	No	EVT+1 year and destroy confidential.	Event is date of Final action or determination.	Waived
CNTY1452	Protective Payee	Records regarding appointment by the Court to receive and disburse funds on behalf of another to protect that person's financial resources.	Yes	Yes Wis. Stat. § 56.10	EVT+7 years and destroy confidential.	Event is the end of current year.	Waived
Child-Placing Agency							
CNTY1500	Register	Identifying information about children accepted for service or placement.	Yes	Yes Wis. Stat. § 56.10	Permanent	N/A	N/A
CNTY1501	Individual Case Records	Individual Case Records for each child served & his / her family.	Yes	Yes Wis. Stat. § 56.10	EVT+7 years and destroy confidential.	Event is the date case is closed.	Waived
CNTY1502	Individual Foster Home Records	Individual Foster Home Records for each foster home used by the agency, which includes signed applications & agreements.	No	Yes Wis. Stat. § 56.10	EVT+7 years and destroy.	Event is the end of current year.	Waived
CNTY1503	Individual Records of Studied Adoptive Applicants	Individual Records of Studied Adoptive Applicants.	Yes	Yes Wis. Stat. § 56.10	EVT+7 years and destroy confidential.	Event is the end of current year.	Waived

RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	Minimum Retention and Disposition	Event Description	WHS Notification
CNTY1504	Licensing & Certification Records for In-Home & Family Day Care	Adult family homes; foster homes; & group foster homes for children; application or other request forms; inspection & observation check lists; correspondence; other documentation relating to licensing or certification; approved license or certificate.	No	No	EVT+2 years and destroy.	Event is the date license or certificate is no longer active.	Waived
CNTY1505	Licensing & Certification Records for above types of facilities where license or certificate was not approved	Licensing & Certification Records for above types of facilities where license or certificate was not approved.	No	No	EVT+1 year and destroy.	Event is the date of final action or determination.	Waived
CNTY1506	Adoption Records	County agencies providing child welfare services under s. 48.56 or child-placing agencies licensed under s. 48.60, should follow the detailed procedures for adoption information search & disclosure detailed in DCF 53.	Yes	Yes Wis. Stat. § 48.93(1d)	Permanent Wis. Admin. Code § DCF 53.07(1)	N/A	N/A
Land Conservation							
CNTY1550	Agriculture Land Preservation Plan	Plan that defines the County's agricultural preservation policies and guidelines for growth, development, and land preservation.	No	No	EVT+1 month and transfer to Wisconsin Historical Society.	Event is the date superseded.	Notify
CNTY1551	Cost Sharing	Cost-share contracts with landowners to install conservation practices.	Yes	No	EVT+3 years and destroy confidential.	Event is the date of termination or expiration of all contracts signed that year.	Waived
CNTY1552	Land & Water Conservation Designs	Detailed design drawings of land & water conservation designs engineering plans for conservation practices.	No	No	Permanent	N/A	N/A

RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	Minimum Retention and Disposition	Event Description	WHS Notification
CNTY1553	Farm Conservation Plans	Conservation plans that layout tillage and crop rotations to meet tolerable soil loss.	No	No	Permanent 120-GM, 408-98, SCS/CRS(29)(31)(a)	N/A	N/A
CNTY1554	Land and Water Resource Management Plan (LWRM)	10-year plans developed by LWCD and approved by County Board and WI Department of Agriculture, Trade, and Consumer Protection.	No	No	Permanent	N/A	N/A
CNTY1555	Non-Metallic Mining	Nonmetallic mining reclamation permits and plans.	No	No	Permanent	N/A	N/A
Parks and Land Use							
CNTY1600	Annual Registration Tags	Park registration forms and tags.	No	No	EVT+3 years and destroy.	Event is the date the tag is issued.	Waived
CNTY1601	Annual Work Plans	Internal work plans for the year.	No	No	EVT+5 years and destroy.	Event is the end of current year.	Waived
CNTY1602	Culverts, Dams and Bridges	Includes permits, orders, maintenance, and inspection.	No	No	EVT+1 year and destroy.	Event is the date no longer operated and maintained.	Waived
CNTY1603	Facility Reservations	Facilities reservations and rentals: shelter, garden, and room rentals.	No	No	EVT+7 years and destroy	Event is the date of reservation.	Waived
CNTY1604	History of Park	Documentation of history of parks, land acquisition abstracts, photographs, albums, etc.	No	No	Permanent Used for internal knowledge and future planning	N/A	N/A
CNTY1605	Internal Logs	Employee daily logs, patrol records, check out sheets, maintenance checks.	No	No	EVT+1 year and destroy.	Event is the end of current year.	Waived
CNTY1606	Lifeguard Log	Log of lifeguard activities.	No	No	EVT+2 years and destroy.	Event is the end of current year.	Waived
CNTY1607	Playground Audits	Playground audits, inspections, manufacturer documentation, lawsuits can happen after the equipment is removed.	No	No	Permanent National Park & Recreation Association recommendation	N/A	N/A

RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	Minimum Retention and Disposition	Event Description	WHS Notification
CNTY1608	Program Registrations	Volunteer waivers, program registrations.	No	No	EVT+7 years and destroy.	Event is the date of last reservation.	Waived
Recycling & Clean Sweep							
CNTY1650	Recycling & Clean Sweep Records	Reports pertaining to clean sweep and recycling of electronics, appliances, monitors, televisions, etc.	No	No	EVT+49 years and destroy.	Event is the end of the current year.	Waived
CNTY1651	Landfill Records	Records pertaining to landfill agreements and plans.	No	No	EVT+49 years and destroy.	Event is the end of the current year.	Waived
Surveyor							
CNTY1700	PLSS Monument Records	Public Land Survey System (PLSS) monument records, section corner monuments and town monument certifications. May include field notes, bearings, distances, government land corner records, section corner monument locations, town monument certifications.	No	No	Permanent Ch.A-E 7 Wis. Adm. Code 59.75, 60.84	N/A	N/A
CNTY1701	Plat of Surveys	Property survey maps known as plat of surveys.	No	No	Permanent Ch.A-E 7 Wis. Adm. Code	N/A	N/A
Zoning and Land Use							
CNTY1750	County Comprehensive Plan	County comprehensive plan and amendments.	No	No	EVT+49 years and destroy.	Event is the date superseded.	Notify
CNTY1751	Board of Adjustment Files	Board of Adjustment Case files, decisions, supporting documents, logs.	No	No	EVT+49 years and destroy.	Event is the end of the current year.	Waived
CNTY1752	Land Use Petitions	Documentation for conditional use permits, rezones, variances and ordinance amendment documentation.	No	No	EVT+49 years and destroy.	Event is the end of the current year.	Waived
CNTY1753	Drainage District Records	Files pertaining to drainage districts. May include circuit court orders, requests to DATCP for approvals of construction plans, DATCP decisions on construction plans, inspection reports, annual reports, minutes of the Drain Board.	No	No	Permanent Wis. Stat. § 88.19(4)(b)	N/A	N/A

RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	Minimum Retention and Disposition	Event Description	WHS Notification
CNTY1754	Erosion and Storm Water Permits	Erosion or storm water permits associated with developments.	No	No	Permanent	N/A	N/A
CNTY1755	Flood Hazard Inquiries, Determinations	Flood maps, inspection documents, determinations, permits.	No	No	EVT+49 years and transfer to Wisconsin Historical Society.	Event is the end of the current year.	Notify
CNTY1756	Sanitary Permits and Inspection Reports	Permits and inspection reports for sanitary septic systems.	No	No	EVT+49 years and destroy.	Event is the end of the current year.	Waived
CNTY1757	Subdivision Records	Documents pertaining to the creation and development of a subdivision plat, plans, grading, erosion control, soil tests, storm water.	No	No	EVT+49 years and transfer to Wisconsin Historical Society.	Event is the end of the current year.	Notify
CNTY1758	Violation Files	Violation complaints.	No	No	EVT+49 years and destroy.	Event is the end of the current year.	Notify
CNTY1759	Zoning Permits	Applications, approved or rejected permits, inspections, supporting documents, site plans.	No	No	EVT+49 years and destroy.	Event is the end of the current year.	Waived
CNTY1760	Zoning Map	County zoning maps.	No	No	EVT + 100 years and transfer to Wisconsin Historical Society.	Event is until superseded.	Notify

RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	Minimum Retention and Disposition	Event Description	WHS Notification
Register of Deeds							
CNTY1800	Recorded Real Estate Records	Instruments and writings authorized by law to be recorded in the office of Register of Deeds. These include all documents that pertain to real property, with a recorded document number and/or volume and page. Includes annexations, articles of incorporation, certified survey maps, condominium instruments, deeds, federal tax liens, grantor grantee indexes, judgements, land patents, lis pendens, marital property agreements, mineral claims, mortgages, municipal boundaries, name changes, oaths of office, plats, power of attorneys, satisfactions, all recorded documents.	Yes	May contain confidential information. Wis. Stat. § 786.37(4)	Permanent Wis. Stat. §§ 59.43(1c)(d) & 59.52(4)(a)(20)	N/A	N/A
CNTY1801	Military Records	Grand Army documents. Discharge certificates, documents of any post.	Yes	Yes Wis. Stat. §§ 45.04 and 45.05	Permanent Wis. Stat. §§ 59.43(1c)(j) and 59.52(4)(a)(20)	N/A	N/A
CNTY1802	Vital Records	Vital Records of birth, marriage, death, domestic partnership, termination of domestic partnership, vital records indexes.	Yes	Yes The majority of recorded documents are public record with some exceptions Wis. Stat. § 69.20	Permanent Wis. Stat. §§ 59.43(1)(h), 69.01(15)(a), and 69.21	N/A	N/A
CNTY1803	Indexes	Tract, grantor, grantee, vitals, all other indexes to permanent records.	Yes	Yes Wis. Stat. § 45.04, 69.20, and 786.34(4)	Permanent Wis. Stat. § 59.43(1c)(d)	N/A	N/A

RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	Minimum Retention and Disposition	Event Description	WHS Notification
CNTY1804	Applications	Vital record applications. Includes birth, marriage, divorce, death, domestic partnership, domestic partnership terminations.	Yes	Yes Wis. Stat. § 69.20, 69.01(26)(b)	EVT+2 years and destroy.	Event is the end of current year.	Waived
CNTY1805	Notice of Removal	Notice of Removal of a human corpse.	Yes	Yes Wis. Stat. § 69.20, 69.01(26)(b)	EVT+1 day and destroy.	Event is the date the record entered into the State Vital Records Information System.	Waived
Sheriff – Identification Bureau							
CNTY1850	Bureau of Identification Sheets	Criminal records, background, physical description, information on charges, court disposition.	Yes	No	Permanent	N/A	N/A
CNTY1851	Civil Process	Civil Process Worksheets, correspondence.	Yes	Yes Wis. Stat. § 19.35(1)(a)	EVT+1 year and destroy.	Event is the end of current year.	Waived
CNTY1852	Death Investigation Negatives, Sensitive in Nature	Pictures, negatives and digital of death investigations.	Yes	Yes Wis. Stat. § 19.35(1)(a)	Permanent	N/A	N/A
CNTY1853	Evidence, Major Cases	Physical evidence of case investigations.	Yes	Yes Wis. Stat. § 165.83(2)	EVT+1 year and destroy.	Event is the date of final appeal.	Waived
CNTY1854	Execution	Records of the steps executed in the test, whether they passed or failed, includes execution logs.	No	No	EVT+7 years and destroy.	Event is the end of current year.	Waived
CNTY1855	Fingerprint Records	Fingerprints that have been taken; fingerprint cards are housed at the Automated Fingerprint Identification System (AFIS) at the Department of Justice.	Yes	Yes Wis. Stat. § 165.83(2)	Permanent Needed for possible future investigations.	N/A	N/A

RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	Minimum Retention and Disposition	Event Description	WHS Notification
CNTY1855	Foreclosure's, Sheriff's Sales	Records pertaining to the foreclosure on real estate property for non-payment of a lien.	No	No	EVT+7 years and destroy.	Event is the date of sale of property.	Waived
CNTY1856	Injunctions	Protection orders.	No	No	EVT+7 years and destroy.	Event is the date of expiration.	Waived
CNTY1857	Mug Shots	Images of a suspect's face for official purposes.	No	No	Permanent	N/A	N/A
CNTY1858	Proof of Service	Documents regarding serving a person legal papers, documents for proof of service to the defendant.	No	No	EVT+7 years and destroy.	Event is the end of current year.	Waived
CNTY1859	Property Inventory Audit	Documentation, maintained in Evidence Room, final report and audit of property seized during an investigation.	No	No	EVT+20 years and destroy.	Event is the date of disposition of property.	Waived
CNTY1860	Restraining Orders	Records pertaining to the court order to prohibit and individual from carrying out a particular action.	No	No	EVT+7 years and destroy.	Event is date closed.	Waived
CNTY1861	Traffic Accident Photos	Photographs taken at an accident scene used to support findings.	No	No	EVT+6 years and destroy.	Event is date of final appeal.	Waived
CNTY1862	Transport Records	Fiscal reports pertaining to transportation of inmates.	No	No	EVT+7 years and destroy.	Event is the end of current year.	Waived
Sheriff – Jail Division							
CNTY1901	Block Check Records	Verification of staff walk through jail block and pods.	No	No	EVT+8 years and destroy.	Event is the end of current year.	Waived
CNTY1902	Booking Records	Personally identifiable information, medical information, and reason for booking.	Yes	No	Permanent Wis. Stat. § 19.35	N/A	N/A
CNTY1903	Canteen Records	Record of commissary orders.	No	No	EVT+7 years and destroy.	Event is the end of current year.	Waived
CNTY1904	Cash-Records	Inmate account files.	No	No	EVT+8 years and destroy.	Event is the end of current year.	Waived
CNTY1905	Daily Bond	Accounting functions that handle inmate financials.	No	No	EVT+8 years and destroy.	Event is the end of current year.	Waived

RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	Minimum Retention and Disposition	Event Description	WHS Notification
CNTY1906	Daily Work Shift Roster/Logs	Tracking of personnel assignments, jailer logs.	No	No	EVT+8 years and destroy.	Event is the end of current year.	Waived
CNTY1907	Daily Inmate Activity Record	Inmates' activity, counseling, or assistance provided, exercise log, disciplinary forms, verification sheets, court orders, visitor log.	No	No	EVT+8 years and transfer to Wisconsin Historical Society.	Event is the end of current year.	Notify
CNTY1908	Huber Inmate Records	Daily inmate roster, incarceration files Huber revocation forms, employer information forms, employer job search.	No	No	EVT+8 years and destroy.	Event is the date of release of inmate.	Waived
CNTY1909	Huber Worksheets	Block check sheets, visitor registration sheets, Huber rules forms.	No	No	EVT+8 years and destroy.	Event is the end of current year.	Waived
CNTY1910	Inmate Medical Records	Medical care given during incarceration.	No	No	EVT+8 years and destroy.	Event is the date of release of inmate.	Waived
CNTY1911	Jail Inmate Register	Listing of current inmates.	No	No	EVT+1 month and transfer to Wisconsin Historical Society.	Event is the date superseded.	Notify
CNTY1912	Jail Kitchen Menu	Menu of food prepared for inmates.	No	No	EVT+1 Month and destroy	Event is the end of current year.	Waived
CNTY1913	Monthly Equipment Check	Inspection of alarms and equipment, stun belts, restraint chair, fire, body scanner.	No	No	EVT+8 years and destroy.	Event is the end of current year.	Waived
Sheriff – Detective Division							
CNTY2001	Field Interrogation	Field interrogation records, evidence records.	Yes	Yes Wis. Stat. § 19.35(1)(a)	EVT+8 years and destroy.	Event is the date case is closed.	Waived
CNTY2002	Internal Investigation Files	Internal investigations of sheriff staff.	No	No	EVT+1 year and destroy.	Event is the date of death of person unless there is open activity on the case.	Waived

RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	Minimum Retention and Disposition	Event Description	WHS Notification
CNTY2003	Juvenile Records	Records pertaining to juvenile investigations.	Yes	Yes Wis. Stat. §§ 48.396 and 938.396	EVT+1 year and destroy.	Event is the date of child's 18 th birthday.	Waived
CNTY2004	Polygraph Examinations and Reports	Documentation, maintained on the Computerized Voice Stress Analyzer (CVSA) device and attached to incident reports.	No	No	Permanent	N/A	N/A
Sheriff – Patrol Division							
CNTY2050	False Alarm	Tracking of false alarm calls, including false alarm door opening calls.	No	No	EVT+1 year and destroy.	Event is the end of current year.	Waived
CNTY2051	Intern Records	Records of people with internships through sheriff office.	Yes	No	EVT+5 years and destroy confidential.	Event is the end of current year.	Waived
CNTY2052	School Surveys	School records, references the list of schools, which doors are locked, access, equipment, changes to floor layout.	No	Yes Wis. Stat. § 165.83(2)	EVT+5 years and destroy.	Event is the end of current year.	Waived
Sheriff – Dispatch Center							
CNTY2100	Audio Tapes (e.g. 911)	Audio files of 911 calls, all incoming phone calls.	No	No	EVT+121 days and destroy.	Event is the end of current year.	Waived
CNTY2101	Telecommunication's Radio	Recorded radio communications.	No	No	EVT+120 days and destroy.	Event is the end of current year.	Waived
Sheriff - Records							
CNTY2150	Arrest Records	Record of persons who are arrested for criminal activity.	Yes	No	EVT+8 years and destroy confidential.	Event is the end of current year.	Waived
CNTY2151	Citizen Complaints	Documentation maintained by Division Captain – complaints against a deputy.	Yes	Yes	Permanent Wis. Stat. § 165.85	N/A	N/A

RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	Minimum Retention and Disposition	Event Description	WHS Notification
CNTY2152	Incident Reports / Records	Record of all calls for sheriff services, officer reports.	Yes	No	Permanent Wis. Stat. §§ 19.35 and 938.396	N/A	N/A
CNTY2153	Laser / Radar Logs	Log used to certify laser and radar measurements.	No	No	EVT+8 years and destroy.	Event is date of end of use.	Waived
CNTY2154	Orders to Produce (Writs)	Court order to bring offender into court.	No	No	EVT+1 month and destroy.	Event is the date superseded.	Waived
Sheriff – Drug Unit							
CNTY2200	Asset Forfeiture Log	Documentation maintained by Drug Task Force – started action to seized someone property, car, etc.	Yes	No	Permanent Wis. Stat. § 19.35	N/A	N/A
CNTY2201	Asset Forfeitures	Documentation maintained by Drug Task Force monetary asset forfeitures.	Yes	No	EVT+8 years and destroy confidential.	Event is the date given up for auction.	Waived
CNTY2202	Confidential Informant Records	Confidential Informant files and logs – informant files.	Yes	Yes	Permanent Wis. Stat. § 19.35	N/A	N/A
CNTY2203	Evidence Destruction File	Record of evidence destroyed or disposed of.	No	No	EVT+8 years and destroy.	Event is the date of last appeal.	Waived
CNTY2204	Intelligence Request Log	Requests from another agency.	Yes	Yes	EVT+15 years and destroy confidential.	Event is the end of current year.	Waived
CNTY2205	Known Offender File (KOF) Lawsuits	Lawsuits related to KOF.	No	No	EVT+7 years and destroy.	Event is the date of last appeal.	Waived
CNTY2206	Search Warrants	Search warrants issued through court system.	Yes	No	EVT+1 year and destroy confidential.	Event is the date search completed.	Waived

RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	Minimum Retention and Disposition	Event Description	WHS Notification
CNTY2207	Warrant, Sex offence & Drug Activity Logbook	Documentation in RMS – warrants, sex offence, drug activity – activity surrounding the warrant.	Yes	No	Permanent Wis. Stat. § 19.35	N/A	N/A
Sheriff – Court Services / Warrants							
CNTY2250	Bailiff Activity Report	Bailiff activity reports, schedules, court security reports.	No	No	EVT+3 years and destroy.	Event is the end of current year.	Waived
CNTY2251	Warrant Cards	Arrest warrant, bench warrant – maintained here in case person is detained, apprehended.	Yes	No	EVT+1 year and destroy confidential.	Event is the date of warrant cancellation.	Waived
CNTY2252	Warrant Cancellations	Cancellation of warrants, warrant ledgers, cancelled extradition.	Yes	No	EVT+7 years and destroy confidential.	Event is the date of warrant cancellation.	Waived
CNTY2253	Warrant, problems and complaints	Warrant problems, issues and complaints.	No	No	EVT+7 years and destroy.	Event is the end of current year.	Waived
CNTY2254	Warrants	Warrants, cancelled - gold sheet warrants.	Yes	No	EVT+1 month and destroy confidential.	Event is the date satisfied.	Waived
Sheriff - Administration							
CNTY2301	Contract Logs	Equipment, inter-agency, and MOUs.	Yes	No	EVT+1 year and destroy confidential.	Event is the end of contract year.	Waived
CNTY2302	Conveyance Cards	Record of transporting inmate to another facility.	Yes	No	EVT+3 years and destroy confidential.	Event is the end of current year.	Waived
CNTY2303	Department General Orders	Policy and procedure documents.	No	No	Permanent Wis. Stat. § 19.35	N/A	N/A
CNTY2304	Psychological Evaluations (Employee)	Documentation regarding evaluations on candidates applying for position as deputy, sheriff performance, or critical incident.	Yes	Yes	EVT+15 years and destroy confidential.	Event is the date of termination.	Waived

RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	Minimum Retention and Disposition	Event Description	WHS Notification
Taxes							
CNTY2350	Apportionment of County Taxes	Record book of state and county taxes and special assessments to municipalities to be collected with annual taxes.	No	No	EVT+7 years and destroy.	Event is the date of tax year.	Waived
CNTY2351	Assessments: certified special assessment roll	Record book of certified special assessment roll, includes curb and gutter, water, sewer assessments provide value to the property. Includes statement of new special assessments and payments.	No	No	EVT+7 years and destroy.	Event is the date of collection.	Waived
CNTY2352	Assessments, real property	Value of the real property and value of improvement on the property for assessment valuation, includes sales assessments.	No	No	EVT+7 years and transfer to Wisconsin Historical Society.	Event is the date of collection.	Notify
CNTY2353	Charge Backs	Illegal tax certificates charged back to local tax districts.	No	No	EVT+3 years and destroy.	Event is the end of year after charged back.	Waived
CNTY2354	Discontinued tax key numbers (parcel identification numbers)	Parcel identification numbers that have been discontinued through combining parcels or re-platting of a parcel. The history of the parcel identification number is used to review discrepancies in legal disputes.	No	No	Permanent	N/A	N/A
CNTY2355	Local Assessors	Reports detailing local assessor's work. Includes invoices, receipts.	No	No	EVT+7 years and destroy.	Event is the end of tax year.	Waived
CNTY2356	Lottery cards, signed	Documentation of application for lottery credit to be applied to taxes.	No	No	EVT+4 years and destroy.	Event is the end of collection year.	Waived
CNTY2357	Tax Apportionments	Notices of tax apportionments that are received from the secretary of state and copies of notices of tax apportionment that are sent to local taxing districts.	No	No	EVT+3 years and destroy.	Event is the end of tax year.	Waived
CNTY2358	Tax deeds	Notices of application, certificates of non-occupancy, proofs of service, tax certificates in conjunction with taking of tax deed.	No	No	EVT+15 years and destroy.	End of Year tax deed issued.	Waived

RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	Minimum Retention and Disposition	Event Description	WHS Notification
CNTY2359	Taxes Levied	Detailed statement of all county taxes levied on taxable property, and the purposes for which the taxes were levied and expended.	No	No	EVT+7 years and destroy.	Event is date of the end of collection year.	Waived
CNTY2360	Tax rolls, municipal	Property descriptions, assessments, parcel identification numbers, taxes, tax credits, special taxes, managed forest, etc.	No	No	EVT+15 years and destroy.	Event is date of the end of collection year.	Notify
Veterans							
CNTY2400	Cemetery List	Cemetery records associated with veteran burials. May include sexton list, churches associated with the cemetery	No	No	EVT+1 month and destroy.	Event is the date superseded.	Waived
CNTY2401	Grave Registration Files	Veteran grave site information.	Yes	No	Permanent	N/A	N/A
CNTY2402	Veteran's Benefit Case Files	Financial records, pension cases, medical records, discharge papers, personal correspondence, statements for benefits.	Yes	Yes Wis. Stat. § 45.04(3)	EVT+2 years and destroy confidential.	Event is the death of veteran.	Waived
CNTY2403	Veterans' Personnel Records	Deployment records, performance reports, service treatment records, all records pertaining to veteran's service to our country.	Yes	Yes Wis. Stat. § 45.04(3)	Permanent	N/A	N/A
CNTY2404	Veterans' Relief Records	Short term temporary or one-time payment assistance to veterans or their qualifying dependents.	Yes	Yes Wis. Stat. § 45.04(3)	EVT+10 years and destroy confidential.	Event is the end of the current year.	Waived

Closed Series

A closed series contains records that are no longer created, nor are they expected to be in the future.

RDA Number	Record Series Title	Minimum Retention and Disposition	Rationale
	Security Logs	EVT + 3 months and destroy	No longer created.
	Hospital Fiscal Survey	Permanent	No longer created.
	Agency Program Evaluation	EVT + 7 years and destroy	No longer created.
	Communicable Disease Outbreak Records [DOH 4142 (Rev. 8/860 & is complete DOH 9081)] (Original to State Epidemiologist)	EVT + 7 years	Not County record.
	Hep. B / TB Case Records	EVT + 30 years and destroy confidential	Not County record.
	STD Report (4343) - Local Copy (Original to State Epidemiologist)	EVT + 7	Not County record.
	Any record subject to audit, claim, or litigation	Until permission to destroy is obtained from Corporation Counsel	Applies to all records, not a record on its own.
	Reference Materials	Retain as long as administratively useful	Non-record.
	Tickler files, follow-up		Too vague, may apply to many records.
	Department Files	EVT + 3 years and destroy	Too vague, may apply to many records.
	DNR License	EVT + 3 years and destroy	Not County record.
	Factors Database Program	Until superseded	Non-record.
	In-Patient Database	PERM	Non-record.
	Adoption Records	PERM	Not County record.
	Back-Ups		Non-record.
	Guidebooks & Trail Information	Until Superseded	Non-record.

Revision History

A listing of changes to this GRS.

Revision Date	Record Series Title	Revision Made
3-20-2023	Care Coordination: Adult	Supersede with Adult Client record series
3-20-2023	Child Long Term Support - Autism Records	Supersede with Child Client record series
3-20-2023	W.I.C. State Reports	Supersede with W.I.C. Case Files
3-20-2023	Clinic Record, blood pressure forms	Supersede with adult client record series
3-20-2023	Family Care Record: Adult	Supersede with adult client record series
3-20-2023	Family Care Record: Minor	Supersede with child client record series

Revision History

A listing of changes to this GRS.

Revision Date	Record Series Title	Revision Made
3-20-2023	Health Check / Well Child: Adult	Supersede with adult client record series
3-20-2023	Health Check / Well Child: Minor	Supersede with child client record series
3-20-2023	Home Care Record	Supersede with adult or child client record series as appropriate
3-20-2023	Immunization Record: Adult	Supersede with adult client record series
3-20-2023	Immunization Record: Minor	Supersede with child client record series
3-20-2023	Agendas	Supersede with Administrative Records GRS.
3-20-2023	Audits	Supersede with Fiscal and Accounting Records GRS.
3-20-2023	Boiler Plate Forms	Supersede with Administrative Records GRS.
3-20-2023	Calendars	Supersede with Administrative Records GRS.
3-20-2023	Contracts and Agreements	Supersede with Facilities, Purchasing, and Risk GRSs.
3-20-2023	Correspondence – General Staff	Supersede with Administrative Records GRS.
3-20-2023	Correspondence - Senior Level or Elected Official	Supersede with Administrative Records GRS.
3-20-2023	Grants	Supersede with Administrative Records GRS.
3-20-2023	Internal Policies and Procedures	Supersede with Administrative Records GRS.
3-20-2023	Mailing Lists	Supersede with Administrative Records GRS.
3-20-2023	Memorandums of Understanding (MOU) & Service Level Agreements (SLA)	Supersede with Administrative Records GRS.
3-20-2023	Minutes	Supersede with Administrative Records GRS.
3-20-2023	Open Records Requests and Responses	Supersede with Administrative Records GRS.
3-20-2023	Organizational Chart	Supersede with Administrative Records GRS.
3-20-2023	Organizational Planning	Supersede with Administrative Records GRS.
3-20-2023	Press/News Releases	Supersede with Administrative Records GRS.
3-20-2023	Records Retention Schedules	Supersede with Administrative Records GRS.
3-20-2023	Reports (Annual)	Supersede with Administrative Records GRS.
3-20-2023	Reports (Monthly)	Supersede with Administrative Records GRS.
3-20-2023	Strategic Plan	Supersede with Administrative Records GRS.
3-20-2023	Studies – Final Draft	Supersede with Administrative Records GRS.

Revision History

A listing of changes to this GRS.

Revision Date	Record Series Title	Revision Made
3-20-2023	Court Records	Superseded by SRC 72
3-20-2023	DA Records	Superseded by DA RDAs
3-20-2023	Annual Grant Application	Supersede with Administrative Records GRS.
3-20-2023	Audits, Community Block Grant	Supersede with Fiscal and Accounting Records GRS.
3-20-2023	Grant Awards	Supersede with Administrative Records GRS.
3-20-2023	Access Control List	Supersede with Facilities and Related Records GRS.
3-20-2023	Blueprints	Supersede with Facilities and Related Records GRS.
3-20-2023	Building, Facilities, & Grounds Data	Supersede with Facilities and Related Records GRS.
3-20-2023	County Construction Plans: Final As-Built Drawings	Supersede with Facilities and Related Records GRS.
3-20-2023	County Construction Plans: Final As-Built Drawings (Historically Significant)	Supersede with Facilities and Related Records GRS.
3-20-2023	County Construction Plans: Final As-Built Drawings	Supersede with Facilities and Related Records GRS.
3-20-2023	Constructions Submittals	Supersede with Facilities and Fiscal GRS.
3-20-2023	Environmental Health & Safety Records	Supersede with Fiscal and Accounting Records GRS.
3-20-2023	Equipment, Systems & Vehicle Manuals	Supersede with Facilities and Related Records GRS.
3-20-2023	Fixed Assets	Supersede with Facilities and Related Records GRS.
3-20-2023	Incident Reports	Supersede with Risk and Related Records GRS.
3-20-2023	Inventories	Supersede with Facilities and Related Records GRS.
3-20-2023	Maintenance Job Order Data Sheet	Supersede with Facilities and Related Records GRS.
3-20-2023	Master Project Files	Supersede with Facilities and Related Records GRS.
3-20-2023	Material Safety Data Sheets	Supersede with Facilities and Related Records GRS.
3-20-2023	Monitoring and Surveillance Recordings (facility/non-evidentiary)	Supersede with Facilities and Related Records GRS.
3-20-2023	Warranty Records	Supersede with Facilities and Related Records GRS.
3-20-2023	Asbestos Files	Supersede with Facilities and Related Records GRS.
3-20-2023	Cleaning Log	Supersede with Facilities and Related Records GRS.
3-20-2023	Inspection Cleaning Reports	Supersede with Facilities and Related Records GRS.
3-20-2023	Inspection Reports (Elevator, etc)	Supersede with Facilities and Related Records GRS.

Revision History

A listing of changes to this GRS.

Revision Date	Record Series Title	Revision Made
3-20-2023	Key Number Listing	Supersede with Facilities and Related Records GRS.
3-20-2023	Natural Gas Usage Manual	Supersede with Administrative Records GRS.
3-20-2023	Parks, substations & highway building survey reports / yearly	Supersede with Administrative Records GRS.
3-20-2023	Project Files	Supersede with Administrative Records GRS.
3-20-2023	Project Log	Supersede with Administrative Records GRS.
3-20-2023	Audit Reports	Supersede with Fiscal and Accounting Records GRS.
3-20-2023	Authorization/Approval for Purchasing Cards	Supersede with Fiscal and Accounting Records GRS.
3-20-2023	Credit Card Receipts or Information Received from Sales	Supersede with Fiscal and Accounting Records GRS.
3-20-2023	Accounts Payable	Supersede with Fiscal and Accounting Records GRS.
3-20-2023	Accounts Receivable	Supersede with Fiscal and Accounting Records GRS.
3-20-2023	Bank Records	Supersede with Fiscal and Accounting Records GRS.
3-20-2023	Balancing Report	Supersede with Fiscal and Accounting Records GRS.
3-20-2023	Chart of Accounts (Object Codes)	Supersede with Fiscal and Accounting Records GRS.
3-20-2023	Collection & Disbursement Reports	Supersede with Fiscal and Accounting Records GRS.
3-20-2023	Collection Case Files - Delinquent and Uncollectable Accounts	Supersede with Fiscal and Accounting Records GRS.
3-20-2023	Income Tax Records	Supersede with Fiscal and Accounting Records GRS.
3-20-2023	Checks	Supersede with Fiscal and Accounting Records GRS.
3-20-2023	Cancelled and Unpaid Check Report	Supersede with Fiscal and Accounting Records GRS.
3-20-2023	Forgery and Stop Payment Records	Supersede with Fiscal and Accounting Records GRS.
3-20-2023	Fund Transfers	Supersede with Fiscal and Accounting Records GRS.
3-20-2023	Deposit Tickets and Books	Supersede with Fiscal and Accounting Records GRS.
3-20-2023	Journal Entries and General Ledger	Supersede with Fiscal and Accounting Records GRS.
3-20-2023	Probate Fees Report	Supersede with Fiscal and Accounting Records GRS.
3-20-2023	Purchase Orders and Requisitions	Supersede with Fiscal and Accounting Records GRS.
3-20-2023	Vendor Information	Supersede with Purchasing & Procurement Records GRS.
3-20-2023	Wires, Bank	Supersede with Fiscal and Accounting Records GRS.

Revision History

A listing of changes to this GRS.

Revision Date	Record Series Title	Revision Made
3-20-2023	Bonds	Supersede with Fiscal and Accounting Records GRS.
3-20-2023	Bonds – Cancelled	Supersede with Fiscal and Accounting Records GRS.
3-20-2023	Capital Accounting - Accounts Payable Records Special Federal Requirements	Supersede with Fiscal and Accounting Records GRS.
3-20-2023	Capital Accounting - Accounts Payable Records Projects Not Funded with Tax-Exempt Debt	Supersede with Fiscal and Accounting Records GRS.
3-20-2023	Capital Accounting - Project Budget Transactions (Allotments)	Supersede with Budget and Fiscal GRS.
3-20-2023	Budget	Supersede with Budget and Related Records GRS.
3-20-2023	Policies and Procedures Related to Budgeting	Supersede with Administrative Records GRS.
3-20-2023	Budget Documents/ Developments	Supersede with Budget and Related Records GRS.
3-20-2023	Accounts receivable client records	Supersede with Fiscal and Accounting Records GRS.
3-20-2023	Bankruptcy Reports	Supersede with Administrative Records GRS.
3-20-2023	CARS (Community Aids Reporting System) Reports	Supersede with Administrative Records GRS.
3-20-2023	Cash Grant Vouchers	Supersede with Administrative Records GRS.
3-20-2023	Certification of Destruction (Records)	Supersede with Administrative Records GRS.
3-20-2023	Daily Report Activities	Supersede with Administrative Records GRS.
3-20-2023	Daily Deposit Spreadsheets	Supersede with Fiscal and Accounting Records GRS.
3-20-2023	Employee Expense Accounts	Supersede with Fiscal and Accounting Records GRS.
3-20-2023	Fiscal Records, Billing, Budget	Supersede with Fiscal and Accounting Records GRS.
3-20-2023	Grant Reconciliation Working Papers	Supersede with Administrative Records GRS.
3-20-2023	Incident / Injury Reports	Supersede with Risk and Related Records GRS.
3-20-2023	Patient Billing Activity Logs	Supersede with Fiscal and Accounting Records GRS.
3-20-2023	Reconciliation Working papers	Supersede with Fiscal and Accounting Records GRS.
3-20-2023	Wisconsin Fund Grant Program Files	Supersede with Administrative Records GRS.
3-20-2023	Monthly Clinic Statistic Report	Supersede with Administrative Records GRS.
3-20-2023	Requests for Leave, employee	Supersede with Payroll and Related Records GRS.
3-20-2023	Employee Training Log	Supersede with Human Resources and Related Records GRS.

Revision History

A listing of changes to this GRS.

Revision Date	Record Series Title	Revision Made
3-20-2023	Employee Training Records	Supersede with Human Resources and Related Records GRS.
3-20-2023	Payee Financial and Billing Records	Supersede with Fiscal and Accounting Records GRS.
3-20-2023	Receipts	Supersede with Fiscal and Accounting Records GRS.
3-20-2023	Financial Reports	Supersede with Fiscal and Accounting Records GRS.
3-20-2023	Continuity of Operations (CCOP)/Continuity of Government (COG) Plans	Supersede with Facilities and Related Records GRS.
3-20-2023	Emergency Planning Grants	Supersede with Administrative GRS.
3-20-2023	Hazardous Substance Information	Supersede with Administrative GRS.
3-20-2023	Worker's Compensation Claim	Supersede with Risk and Related Records GRS.
3-20-2023	Board and Commission Appointments/Confirmation (if required)	Supersede with Administrative Records GRS.
3-20-2023	Message to the Board	Supersede with Administrative Records GRS.
3-20-2023	HUD Grantee Performance Reports	Supersede with Administrative Records GRS.
3-20-2023	Labor Standard Projects	Supersede with Administrative Records GRS.
3-20-2023	Sub Grantee Project Files - CDBG (Community Development Block Grant)	Supersede with Administrative Records GRS.
3-20-2023	Sub Grantee Project Files - Home	Supersede with Administrative Records GRS.
3-20-2023	Client Donation Deposits	Supersede with Fiscal and Accounting Records GRS.
3-20-2023	Contract Provider Billing Reports, invoices	Supersede with Fiscal and Accounting Records GRS.
3-20-2023	Day Care Client Billing	Supersede with Fiscal and Accounting Records GRS.
3-20-2023	Long Term Redesign Project	Supersede with Facilities and Related Records GRS.
3-20-2023	Medicare Vans, weekly billings	Supersede with Fiscal and Accounting Records GRS.
3-20-2023	Program Monitor Evaluation (PME) Billing Reports, invoices	Supersede with Fiscal and Accounting Records GRS.
3-20-2023	Project Files, special events	Supersede with Administrative Records GRS.
3-20-2023	Reports, specialized transportation / other	Supersede with Administrative Records GRS.
3-20-2023	Senior Dining Supply Usage Reports	Supersede with Administrative Records GRS.
3-20-2023	Shared taxi Monthly Report	Supersede with Administrative Records GRS.
3-20-2023	Title XIX Billing Statements	Supersede with Fiscal and Accounting Records GRS.
3-20-2023	Volunteer Monthly Reports	Supersede with Administrative Records GRS.

Revision History

A listing of changes to this GRS.

Revision Date	Record Series Title	Revision Made
3-20-2023	Radon Grants	Supersede with Administrative Records GRS.
3-20-2023	Drug & Alcohol Testing Records	Supersede with Human Resources and Related Records GRS.
3-20-2023	Fuel Usage Records	Supersede with Fleet and Related Records GRS.
3-20-2023	Machinery, time sheets	Supersede with Fleet and Related Records GRS.
3-20-2023	State Gas Reports	Supersede with Administrative Records GRS.
3-20-2023	Vehicle Maintenance Histories	Supersede with Fleet and Related Records GRS.
3-20-2023	Vehicle Usage Reports	Supersede with Fleet and Related Records GRS.
3-20-2023	Affidavit of organization & authority, successful bidders	Supersede with Purchasing and Procurement Records GRS.
3-20-2023	Affidavit of organization & authority, unsuccessful bidders	Supersede with Purchasing and Procurement Records GRS.
3-20-2023	Bid Tabulations	Supersede with Purchasing and Procurement Records GRS.
3-20-2023	Bidder's Proof of Responsibility, successful bidders	Supersede with Purchasing and Procurement Records GRS.
3-20-2023	Bidder's Proof of Responsibility, unsuccessful bidders	Supersede with Purchasing and Procurement Records GRS.
3-20-2023	Bids, successful	Supersede with Purchasing and Procurement Records GRS.
3-20-2023	Bids, unsuccessful	Supersede with Purchasing and Procurement Records GRS.
3-20-2023	Notice to Contractors, successful bidders	Supersede with Purchasing and Procurement Records GRS.
3-20-2023	Notice to Contractors, unsuccessful bidders	Supersede with Purchasing and Procurement Records GRS.
3-20-2023	Performance Bond	Supersede with Purchasing and Procurement Records GRS.
3-20-2023	Background Checks	Supersede with Human Resources and Related Records GRS.
3-20-2023	Department Training Records	Supersede with Human Resources and Related Records GRS.
3-20-2023	Directives & Policies	Supersede with Administrative Records GRS.
3-20-2023	EEO-4 Reports	Supersede with Human Resources and Related Records GRS.

Revision History

A listing of changes to this GRS.

Revision Date	Record Series Title	Revision Made
3-20-2023	Injury Report Packets	Supersede with Risk and Related Records GRS.
3-20-2023	Obsolete Job Descriptions & any other personnel or employment records made or kept, including but not limited to, application forms or test papers by applicants & other records or decisions pertaining to hiring, promotion, demotion, transfer, layoff or termination, terms of compensation, & selection or training	Supersede with Human Resources and Related Records GRS.
3-20-2023	Performance Evaluations & Medical Records	Supersede with Human Resources and Related Records GRS.
3-20-2023	Personnel Files	Supersede with Human Resources and Related Records GRS.
3-20-2023	Personnel Grievances	Supersede with Human Resources and Related Records GRS.
3-20-2023	Personnel Job Descriptions	Supersede with Human Resources and Related Records GRS.
3-20-2023	Personnel Policy and Procedures Manual	Supersede with Administrative Records GRS.
3-20-2023	Personnel Recruitment	Supersede with Human Resources and Related Records GRS.
3-20-2023	Professional Affiliations / Associations	Supersede with Human Resources and Related Records GRS.
3-20-2023	Training	Supersede with Human Resources and Related Records GRS.
3-20-2023	Union Contracts & Grievance, Mediation & Arbitration Records	Supersede with Human Resources and Related Records GRS.
3-20-2023	Worker's Compensation Claims	Supersede with Risk and Related Records GRS.
3-20-2023	Accrued Paid Leave Credit	Supersede with Payroll and Related Records GRS.
3-20-2023	Deferred Compensation Records	Supersede with Payroll and Related Records GRS.
3-20-2023	Garnishment Records	Supersede with Payroll and Related Records GRS.
3-20-2023	Payroll Records	Supersede with Payroll and Related Records GRS.
3-20-2023	Retirement Records	Supersede with Payroll and Related Records GRS.
3-20-2023	Time Cards	Supersede with Payroll and Related Records GRS.
3-20-2023	Withholdings	Supersede with Fiscal and Payroll GRS.
3-20-2023	Third Party Recovery Records	Supersede with Fiscal and Accounting Records GRS.
3-20-2023	JOBS Participant Records	Supersede with Human Resources and Related Records GRS.

Revision History

A listing of changes to this GRS.

Revision Date	Record Series Title	Revision Made
3-20-2023	Telephone Call Records	Supersede with Information Technology and Related Records GRS.
3-20-2023	Telecom Maintenance Work Order Files and Logs	Supersede with Information Technology and Related Records GRS.
3-20-2023	County Mining and Yard Waste Contracts	Supersede with Purchasing and Procurement Records GRS.
3-20-2023	Interdepartmental Agreements	Supersede with Administrative Records GRS.
3-20-2023	Land Conservation Grants	Supersede with Administrative Records GRS.
3-20-2023	Log, Chemical Applications	Supersede with Facilities and Related Records GRS.
3-20-2023	Master Park Plan	Supersede with Facilities and Related Records GRS.
3-20-2023	Plans / Construction Documents / Specifications / Drawings	Supersede with Facilities and Related Records GRS.
3-20-2023	Safety Inspection Report	Supersede with Facilities and Related Records GRS.
3-20-2023	Site Plans	Supersede with Facilities and Related Records GRS.
3-20-2023	Study, departmental fee rates	Supersede with Administrative Records GRS.
3-20-2023	Volunteer Information	Supersede with Human Resources and Related Records GRS.
3-20-2023	County Compost Facility Reports	Supersede with Administrative Records GRS.
3-20-2023	County Landfill Agreements	Supersede with Purchasing and Procurement Records GRS.
3-20-2023	Hazardous Waste Collection Grant Program Files	Supersede with Administrative Records GRS.
3-20-2023	Household Hazardous Waste (Clean Sweep)	Supersede with Facilities and Related Records GRS.
3-20-2023	Recycling Grants	Supersede with Administrative Records GRS.
3-20-2023	Service Agreement (MRF)	Supersede with Administrative and Purchasing GRS.
3-20-2023	Solid Waste Management Plan	Supersede with Facilities and Related Records GRS.
3-20-2023	Project, Redistricting, Reapportionment	Supersede with Administrative Records GRS.
3-20-2023	Planning and Zoning Committee Records	Supersede with Administrative Records GRS.
3-20-2023	Process, deposit receipts	Supersede with Fiscal and Accounting Records GRS.
3-20-2023	Account work sheets	Supersede with Fiscal and Accounting Records GRS.
3-20-2023	Bond Receipts	Supersede with Fiscal and Accounting Records GRS.

Revision History

A listing of changes to this GRS.

Revision Date	Record Series Title	Revision Made
3-20-2023	Contract Employee Files	Supersede with Purchasing and Procurement Records GRS.
3-20-2023	Fire Equipment & Inspection Report	Supersede with Facilities and Related Records GRS.
3-20-2023	Jail billing	Supersede with Fiscal and Accounting Records GRS.
3-20-2023	Surveillance Recordings-Audio/Video	Supersede with Facilities and Related Records GRS.
3-20-2023	Visitor Log	Supersede with Facilities and Related Records GRS.
3-20-2023	Blueprints	Supersede with Facilities and Related Records GRS.
3-20-2023	Contract Municipality Logs	Supersede with Purchasing and Procurement Records GRS.
3-20-2023	Money Transfer Log, Front Desk	Supersede with Fiscal and Accounting Records GRS.
3-20-2023	Petty Cash Vouchers	Supersede with Fiscal and Accounting Records GRS.
3-20-2023	Emergency Personnel Employee Records	Supersede with Human Resources and Related Records GRS.
3-20-2023	Tax Receipts	Supersede with Fiscal and Accounting Records GRS.
3-20-2023	Tax sales records, including sale of tax deeded lands	Supersede with Fiscal and Accounting Records GRS.
3-20-2023	Commemorative Event Information	Supersede with Administrative Records GRS.
3-20-2023	Grave Registration Files	Supersede with Facilities and Related Records GRS.
3-20-2023	Monthly Forms Tally Sheet	Supersede with Administrative Records GRS.

Related Records Series

Information on other record series in approved GRSs which may relate to the broader functional area of this GRS. These record series are listed to facilitate a more complete understanding of all the record series within the broad scope of this function of government. It may not however contain a complete listing of all records series used within your agency for these types of business records.

RDA Number	Record Series Title	Description	Notes/Comments