

**CITY OF DODGEVILLE
ORDINANCE NO. 2022-03**

AN ORDINANCE TO REPEAL AND RECREATE SECTION 1.52 OF THE MUNICIPAL CODE OF THE CITY OF DODGEVILLE, IOWA COUNTY, WISCONSIN, RELATING TO THE DESTRUCTION OF PUBLIC RECORDS

THE COMMON COUNCIL OF THE CITY OF DODGEVILLE, IOWA COUNTY, WISCONSIN, DO HEREBY ORDAIN AS FOLLOWS:

Section I: Section 1.52 of the Municipal Code of the City of Dodgeville shall be and hereby is repealed and recreated to read as follows:

“1.52 PUBLIC RECORDS, DESTRUCTION OF.

(1) FINANCIAL RECORDS. City officers may destroy the following nonutility records of which they are the legal custodian and which are considered obsolete after completion of an audit by State auditors or an auditor licensed under Ch. 442, Wis. Stats., but not less than 7 years after payment or receipt of any sum involved in the particular transaction unless a shorter period has been fixed or will, in the future, be fixed by the committee on public records, pursuant to §16.61(3) (e) , Wis. Stats., and then after such shorter period:

- (a) Bank statements, deposit books, slips and stubs.
- (b) Bonds and coupons after maturity.
- (c) Cancelled checks, duplicates and check stubs.
- (d) License and permit applications, stubs and duplicates.
- (e) Payrolls and other time and employment records of personnel included under the Wisconsin Retirement Fund.
- (f) Receipt forms.
- (g) Special assessment records.
- (h) Vouchers, requisitions, purchase orders and all other supporting documents pertaining thereto.

(2) UTILITY RECORDS. City officers may destroy the following utility records of which they are the legal custodians and which are considered obsolete after completion of any required audit by the Bureau of Municipal Audit or an auditor licensed under Ch. 442, Wis. Stats., subject to State Public Service Commission regulations, but not less than 7 years after the record was effective unless a shorter period has been fixed by the State Public Records Board pursuant to §16.61(3) (e), Wis. Stats., and then after such a shorter period, except that water stubs, receipts of current billings and customers' ledgers may be destroyed after 2 years:

- (a) Water and sewer stubs and receipts of current billings.
- (b) Customers' ledgers.
- (c) Vouchers and supporting documents pertaining to charges not included in plant accounts.
- (d) Other utility records after 7 years with the written approval of the State Public Service Commission.

(3) POLICE DEPARTMENT RECORDS. Police Department records may be destroyed after the expiration of the designated retention period according to the schedule below:

Record	Retention Period
Employee Files	20 Years After Separation
Job Advertisements	CR + 7 Years
Pre-Employment Files	End of Process + 7 years
Closed Position Process Files	EVT + 7 Years
Internal Affairs Investigations	20 Years After Separation of Employee
Work Schedules	CR + 7 Years
Training Files	End Date of Training + 7 Years
Non-Criminal Incident Reports	CR + 7 Years
Unsolved Missing Person Reports	Permanent
State Uniform Crime Reports	CR+ 20 Years
SOP's-Memos and Policies	10 Years after Supersede
Misdemeanor Arrest	EVT + 7 Years
Felony Arrest	EVT + 7 Years
Misdemeanor Non Arrest	Statute of Lim. + 7 Years
Felony w/No Arrest	Permanent
Juvenile Violation Reports	EVT + 7 Years
Written Warnings	EVT + 7 Years
Citations	EVT + 7 Years
Ordinance Citations	EVT + 7 Years
Traffic Accident Reports	EVT(When rec. by DOT) + 7 Years
Parking Tickets	EVT + 7 Years
Tow/Impound Records	EVT + 7 Years
After Action Reports	EVT + 20 Years
Asset Forfeitures	EVT + 7 Years
Ride Along Forms	EVT + 7 Years
Pursuit Review	EVT + 20 Years
Crime Analyst Reports	CR + 7 Years
Grant Reports/Documentation	Last Payment + 7 Years
Street Use/Parade Permits	EVT + 7 Years
Special Event Plans	EVT + 7 Years
Receipt Books	Last Date + 7 Years
Purchase Orders	Purchase Date + 7 Years
Fleet Maintenance Records	Vehicle Disposal
License/Permit Aps and Docs	EVT +7 Years
Evidence Room Access Logs	Last Date + 7 Years
Evidence Inventory/Audit	CR + 20 years
Radar Cert Logs	DISPO + 7 Years
Inventory Reports	Superseded
Calls For Service Logs	CR + 7 Years
Open Records Requests	CR + 7 Years
Use of Force Forms	EVT +7 Years
Squad Video Recordings	CR +121 Days
Recordings (audio, body cam, taser)	CR +121 Days
City Surveillance Recordings	CR + 30 Days

"CR" means time is counted from creation or receipt of the record. "EVT" means an event, such as filing a lawsuit or writing a ticket, and time is counted from the date of this significant event.

(4) OTHER RECORDS. Any City officer may destroy the following records of which he is the legal custodian and which are considered obsolete, but not less than 7 years after the record was effective, unless another period has been set by Statute, or by the State Public Records Board pursuant to §16.61(3)(e), Wis. Stats., and then after such a shorter period:

- (a) Assessment rolls and related records, including Board of Review minutes.
- (b) Contracts and papers relating thereto.
- (c) Correspondence and communications.
- (d) Financial reports other than annual financial reports.
- (e) Insurance policies.
- (f) Oaths of office.
- (g) Reports of boards, commissions, committees and officials duplicated in the Council minutes.
- (h) Resolutions and petitions.
- (i) Voter record cards.

(5) TAPE RECORDINGS. Any tape recording of a governmental meeting of the City may be destroyed, erased or reused no sooner than 90 days after the minutes of the meeting have been approved and published if the purpose of the recording was to make minutes of the meeting.

(6) NOTICE REQUIRED. Unless notice is waived by the State Historical Society, at least 60 days' notice shall be given the State Historical Society prior to the destruction of any record as provided in §19.21(4)(a), Wis. Stats.

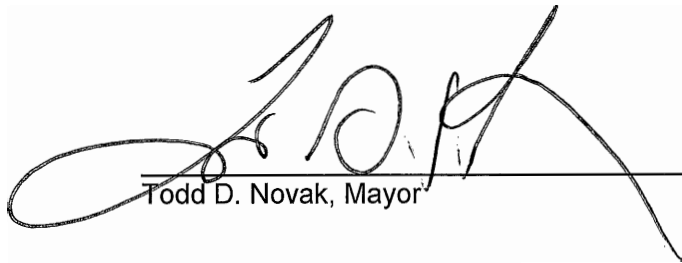
(7) LIMITATION. This section shall not be construed to authorize the destruction of any public record after a period less than prescribed by statute or State administrative regulations.

(8) PRESERVATION THROUGH MICROFILM. Any City officer or the head of any department or division of City government may keep and preserve public records in his possession by means of microfilm or other photographic reproduction method. Such records shall meet the standards for photographic reproduction set forth in §16.61(7)(a) and (b), Wis. Stats., and shall be considered original records for all purposes. Such records shall be preserved along with other files of the department or division and shall be open to public inspection and copying according to the provisions of State law and this Code.

(9) DESTRUCTION AFTER REQUEST FOR INSPECTION. No requested record may be destroyed until after the request is granted or 60 days after the request is denied; or if the requester is a committed or incarcerated person, until at least 90 days after the date that the request is denied. If an action is to commence under § 19.37, Wis. Stats., the requested record may not be destroyed until a court order is issued and all appeals have been completed."

Section II: This ordinance shall become effective upon its passage and publication as required by law.

Adopted and approved this 15th day of November 2022.


Todd D. Novak, Mayor

ATTEST:


Lauree M. Aulik, City Clerk

Date Adopted: 11-15-2022
Date Published: 12-01-2022
Effective Date: 12-15-2022

