

Ordinance 1.57
Destruction of Obsolete Public Records (R83.1.1)

THE VILLAGE BOARD OF THE VILLAGE OF PARK RIDGE ORDAINS AS FOLLOWS:

Section I. DESTRUCTION OF RECORDS

1. Village officers may destroy the following 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 chapter 442 of the Wisconsin Statutes, but no less than seven years after the record was effective unless a shorter period has been fixed by statute or the State Public Records Board pursuant to Section 16.61(3)(e), Wisconsin Statutes, and then after such shorter period:
 - A. Bank statements;
 - B. Canceled checks;
 - C. Receipt forms;
 - D. Vouchers;
 - E. Contracts;
 - F. Excavation permits;
 - G. Inspection records;
 - H. Old insurance policies;
 - I. Canceled registration cards.
2. 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 by section 19.21(4)(a), Wisconsin Statutes.
3. Any tape recordings of governmental meeting of the village 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.

Section II. EFFECTIVE DATE

This ordinance shall take effect upon passage and publication as provided by law.

Passed and adopted by the Village Board of the Village of Park Ridge on this first day of January, 1996.