

**TOWN**  
**Of**  
**ST. CROIX FALLS**  
**Polk County, Wisconsin**

**ORDINANCE ADOPTING THE “WISCONSIN MUNICIPAL RECORDS SCHEDULE”  
ORDINANCE 19-03**

**Section 1: Purpose**

The purpose of this ordinance is to provide the legal custodian(s) of public records in the possession of the Town of St. Croix Falls with the authority to retain and destroy those records.

**Section 2: Authority**

The Town Board of the Town of St. Croix Falls, Polk County, Wisconsin, has the specific authority under ss. 60.83 and ss. 19.21(4), Wis. Stats., to adopt an ordinance to address the management and destruction of public records.

**Section 3: Adoption of Wisconsin Municipal Records Schedule**

The Wisconsin Municipal Records Schedule, as approved by the Public Records Board on August 27, 2018, attached hereto and incorporated herein by reference, is hereby adopted by the Town Board of the Town of St. Croix Falls as the Town’s official record retention schedule.

**Section 4: Notification to Wisconsin State Historical Society**

When a record has met the terms of the retention period, the record may be destroyed by the legal custodian of the record, provided the custodian has complied with the notification requirement set forth in s. 19.21(4), Wis. Stats., to the Wisconsin State Historical Society.

**Section 5: Conflict**

In the event of any conflict between the terms of his ordinance and any applicable state statute, the applicable state statute shall control.

**Section 6: Revocation of preceding Ordinance**

This ordinance hereby revokes and supersedes any prior resolutions or ordinances adopted by the town board relating to the retention and/or destruction of public records of the Town of St. Croix Falls.

**Section 7: Effective Date**

The ordinance shall become effective upon its publication and/or posting in the manner set forth in s. 60.80, Wis. Stats.

Adopted on May 15, 2019, by Resolution 19-14

\_\_\_\_\_  
/s/Frank Behning, Town Chair

Attested: \_\_\_\_\_  
/s/Janet Krueger, Town Clerk

Posted on May 17, 2019, at the following locations:  
Wayne’s Cafe  
Lampert’s  
Town Hall