

Town Of Mekan
Marquette County, Wisconsin
Ordinance No. 2015-05
Destruction Of Obsolete Records

Date: September 8, 2015

SECTION - 1 - TITLE AND PURPOSE

This ordinance entitles The Town Of Mekan to destroy obsolete records. The purpose of this ordinance is to provide the town officers of The Town Of Mekan, with the authority to destroy certain obsolete public records in the possession of The Town Of Mekan.

SECTION - 2 - AUTHORITY

The Town Board of The Town Of Mekan, Marquette County Wisconsin, has the specific authority under sec. 19.21(4) Of the Wisconsin State Stats; to manage and destroy obsolete public records in the possession of The Town Of Mekan.

SECTION - 3 - ADOPTION OF THE ORDINANCE

This ordinance adopted by a majority of The Town Of Mekan Town Board on a roll call vote with a quorum present and voting and proper notice having been given, authorizes the powers and establishes the duties of The Town Of Mekan, to manage and destroy obsolete public records in the possession of The Town Of Mekan.

SECTION - 4 - FINANCIAL RECORDS

The following Town Of Mekan officers, pursuant to sec 19.21(5), Wisconsin State Stats; may destroy the financial records of which they are legal custodians and are considered obsolete. May destroy any and all financial records after being kept for a period of not less than seven (7) years; WITH THE EXCEPTION OF, Annual Reports and Yearly Fiscal Journals. This includes paper, tape, micro film and electronic records.

SECTION - 5 - OTHER RECORDS

The Town Of Mekan officers, pursuant to sec 19.21(5), Wisconsin State Stats; May destroy the followings records of which they are legal custodians and are considered to be obsolete. The Town Clerk and Town Treasurer may destroy any and all records after being kept not less than seven (7), years; WITH THE EXCEPTION OF, Meeting Minutes, Ordinances, Resolutions, Insurance Policies, Certified Survey Maps, Leases and or Contracts, Easement Records, Forest Crop and Managed Forest Law Records, Highway and Road Records, Annexation Records, Assessment Rolls, Tax Rolls and Tax collection Records. This includes paper, tape, micro film and electronic records.

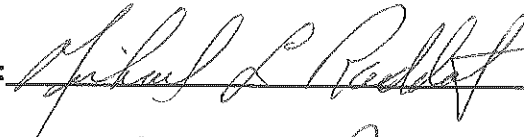
SECTION - 6 - SEVERABILITY

If any of this ordinance to any person or circumstance is held invalid, the invalidity does not affect other provisions or applications of this ordinance, that can be given affect without the invalid provision or application, and to this end the provisions of this ordinance are severable.

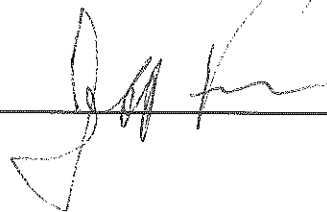
SECTION - 5 - EFFECTIVE DATE

This ordinance is effective upon posting.

ADOPTED THIS 8TH DAY OF SEPTEMBER, 2015

SIGNED:  **Town Chairman**

 **Supervisor # 1**

 **Supervisor # 2**

ATTEST:  **Town Clerk**