

Town of Saratoga Municipal Records Retention Ordinance
09-17-2025

Wis §19.21, §60.83

STATE OF WISCONSIN
Town of Saratoga
Wood County

SECTION 1-TITLE AND PURPOSE

This ordinance is entitled to the Town of Saratoga Public Records Retention Ordinance. The purpose of this ordinance is to provide the legal custodian(s) of public records in the possession of the Town of Saratoga with the authority to retain and destroy those records.

SECTION II: AUTHORITY

The Town Board of the Town of Saratoga, Wood County, Wisconsin, has the specific authority under ss.60.83 and ss.19.21(4), to adopt an ordinance to address the management and destruction of public records.

SECTION III: ADOPTION OF RECORDS RETENTION SCHEDULE

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

SECTION IV: 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 V: CONFLICT

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

SECTION VII: REVOCATION OF PRECEDING ORDINANCE

This ordinance hereby revokes and supersedes any prior resolutions or ordinances relating to the retention and/or destruction of public records in the Town of Saratoga.

SECTION VIII: EFFECTIVE DATE

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

Adopted this 17th date of September 2025.

By the Town Board of the Town of Saratoga, Wood County.

Chairman-Lorelei Fuehrer

Supervisor- Chase Brockman

Supervisor- Josh McDonald

Supervisor- Karl Greeneway

Supervisor- Bryan Peterson

Clerk-Paulette Weinfurter

