

ORDINANCE NO. 74 - 2019

AN ORDINANCE TO ADOPT THE WISCONSIN MUNICIPAL RECORDS SCHEDULE

The Village Board of the Village of Summit, Waukesha County, Wisconsin, do ordain as follows:

To create Section 2 – 127 Retention of Public Records of ARTICLE VI. – PUBLIC RECORDS

- (a) GENERAL RECORDS SCHEDULE ADOPTED. The Village hereby adopts, by reference, the Wisconsin Municipal Records Schedule (hereinafter, "Records Schedule"), pertaining to the retention and destruction of public records, and approved by the State of Wisconsin Public Records Board (hereinafter, "Records Board") on August 27, 2018. A copy of the Records Schedule will be kept on file in the Village Clerk's office located at 37100 Delafield Road and made available for public viewing during regular Village Hall business hours.
- (b) OTHER RECORDS. In the event the Village creates a record not contemplated by the Records Schedule, the Village may, subject to the records Board's prior approval, either adopt an applicable records retention schedule set forth by the Records Board, if available, or create its own retention schedule pertaining to the record.
- (c) REPEAL. All ordinances, or portions thereof, and resolutions, or portions thereof, and resolutions, or portions thereof, in conflict with any portion of the Records Schedule are hereby repealed. Any approved Village retention schedule, or portion thereof, for any record not contemplated by the Records Schedule shall remain in full force and effect.
- (d) EFFECTIVE DATE. This ordinance shall take effect immediately upon passage and posting or publication as provided by law.

Dated this 14 day of November, 2019.



VILLAGE OF SUMMIT

[Signature]  
 Jack Riley, Village President

ATTEST:

[Signature]  
 Debra Michael, Administrator/Clerk/Treasurer

Published and/or posted this 20 day of November, 2019