



Village of Nelsonville
Portage County, Wisconsin
Ordinance # 2019-04-16

The Village Board of Nelsonville, Wisconsin, does ordain as follows, adoption of the Wisconsin Municipal Records Schedule.

Sec 1. - Statement of purpose.

The purpose of this ordinance is to provide the legal custodian(s) of public records in the possession of the Village of Nelsonville, Portage County, with the authority to retain and destroy those records.

Sec. 2. – Authority.

The village board of the Village of Nelsonville, Portage County, Wisconsin, has the specific authority under ss. 19.21(4), Wis. Stats., to adopt an ordinance to address the management and destruction of public records.

Sec. 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 village board of the Village of Nelsonville, Portage County, as the village's official record retention schedule.

Sec. 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.

Sec. 5. - Conflict.

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

Sec. 6. – Revocation of Preceding Ordinance.


This ordinance hereby revokes and supersedes any prior resolutions or ordinances adopted by the village board relating to the retention and/or destruction of public records of the Village of Nelsonville.

Sec. 7. – 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 on this 16th day of April, 2019.

Signed: 
Robert Bailey, Village president

Signed: 
Lisa Anderson, Clerk/Treasurer