

TOWN OF FORESTVILLE, DOOR COUNTY
Ordinance # 2022-01
A Record Retention Policy for Forestville Town
(Replaces Ordinance #2017-09)

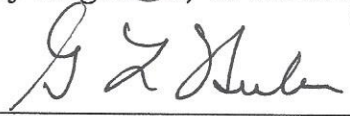
STATE OF WISCONSIN
Town of Forestville
Door County

The Town hereby adopts the Wisconsin Public Records Board Local Unit General 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 March 1, 2022. A copy of the Records Schedule will be kept on file with the Town Clerks Office and made available for public view by contacting the Town Clerk.

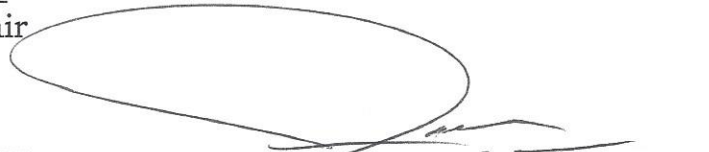
Adopted this 21st day of March, 2022. The Town Clerk shall properly post or publish this ordinance as required under S. 60.80 Stats.



Roy Englebert, Town of Forestville Chair



Larry Huber, Supervisor



Jason Tlachac, Supervisor

STATE OF WISCONSIN
Town of Forestville
Door County

I, Ruth Kerscher, clerk of the Town of Forestville, Door County, Wisconsin, certify that the foregoing is a true, correct and complete copy of an ordinance adopted by the town board of the Town of Forestville on March 21, 2022.

Attest: Ruth Kerscher, Town Clerk Ruth Kerscher

Notification of General Records Schedule Adoption

Schedule Title: State Code Retention Policy Date: 11-17-2021

Instructions:

Complete and send the original and 2 copies to: State Archivist, Wisconsin Historical Society (WHS), 816 State St., Madison, WI 53706.

- Do not opt out of a record series because your agency does not create or use these types of records. Signing the form does not obligate an agency to create records. It only requires that records be retained in accordance with the retention time periods and dispositions if such records exist. See the Introduction to General Records Schedules for more information.
- Attach a brief narrative explaining your rationale for opting out of each record series. When a separate schedule is prepared, identify that the record series is in lieu of the general schedule and cross reference the specific series.

NOTE: Destruction or transfer of records is not permitted until this form is signed by the WHS and the Public Records Board.

Wisconsin Government Agency: Town of Forestville
 Address: 1364 Mill Road, Sturgeon Bay, WI 54235

This is to notify the Wisconsin Historical Society and the Public Records Board that the agency named above has reviewed the general records schedule and taken the following action (check appropriate box):

- Opt In: We adopt the entire schedule. (Available for University of Wisconsin [UW] System and Local Units of Government)
- Opt In With Revisions: We opt (out of), (in to), (circle one) the following record series. (Available for UW System and Local Units of Government) List the specific retention schedule numbers and titles:

- Opt Out: We opt out of the general records schedule (in whole), (in part), (circle one). (Available for State Agencies) *(All applicable records disposition must cease until separate retention schedules are developed and approved by the Public Records Board.)* List the specific retention schedule numbers and titles:

Agency Head/Deputy Signature	Date Signed
Agency Records Officer Signature <u>Ruth Kerscher, Clerk</u>	Date Signed <u>11-17-2021</u>

The Public Records Board and Wisconsin Historical Society acknowledge your Notification of Adoption. You are hereby authorized to retain, transfer, and dispose of records as indicated on the schedule.

State Archivist Signature <u>Allyson Murphy</u>	Date Signed <u>2/18/22</u>
PRB Executive Secretary Signature <u>Tom Brown</u>	Date Signed <u>3/1/22</u>