

## CHAPTER 18 Door County Code

### RECORD RETENTION POLICY OF DOOR COUNTY

- a) **General Records Schedule Adopted.** The County hereby adopts, by reference, 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 July 22, 2021. A copy of the Records Schedule will be kept on file in the County Clerk's office located at 421 Nebraska Street, Sturgeon Bay, WI 54235 and made available for public viewing Monday-Friday between the hours of 8am and 4:30pm.

(link: <https://publicrecordsboard.wi.gov/Pages/GRS/LocalUnit.aspx>)

- b) **Other Records.** In the event the County creates a record not contemplated by the Records Schedule, the County 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portions thereof, and resolutions, or portions thereof, in conflict with any portion of the Records Schedule are hereby repealed. Any approved County 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 is effective as of September 4, 2021.

(Ord. 25-03; 12/23/03) (Ord. 2021-11; 08/24/21)