

**CORRECTIONS TO BE MADE TO  
JULY 12, 2016, JEFFERSON COUNTY BOARD MEETING MINUTES**

**Page 93:**

Line 13 - \$43,272,561.29 should read \$43,272,461.29

**Page 94**

Lines 24 and 25 – Line 25 should follow the words in line 24

Line 30 – Indent first line of this paragraph

**Page 99:**

Lines 15 and 16 – Line 16 should follow the words in line 15

## Committee Meeting Sign-In Sheet

**Committee/Board Name:**

Date of Meeting:

[illegible]

## Jefferson County Records Retention Schedule

**Department:** General Schedule  
(Records typically found throughout the County)

**Revised:** 94/13201608

Record Title	State Code	Authority	Retention Period (Years are in addition to Plus Current Year)	Official Copy
Agendas	W		1	YES
Agreements, Labor	W		C	
Agreement, Maintenance	W		LOP	
Annual Reports, County	W		3	
Annual Reports, Departmental	W		3	
Artwork / Print Masters	W		S	YES
Associations, Professional Materials	W		C	
Audit, Internal	W		S	
Bank Deposits	W		7	YES
Bank Statements / Reconciliations	W		7	

Benefit Bank Balance	W		S	
Bids, Successful	W	WI Stats 59.52(4)(a)(10)	7	YES
Bids, Unsuccessful	W		1 AA	YES
Bids Pending Log	W		1 M	YES
Bids, Working Papers	W		1	YES
Billings, Department Backup	W		2	
Blank Forms	W		S	
Blueprints / Drawings - County Facility	W		C	
Budget, Capital Projects	W		2	
Budget, Departmental Operating	W		2	
Budget, Departmental Working Papers	W		2	
Budget, Jefferson County	W		3	
Business Continuity Plan	W		S	
Business Continuity Plan, Working Papers	W		S	YES

Material Safety Data Sheets	W	WI Stats 101.583 (1)(a)	30	YES
<del>Minutes -- Commissions and Boards</del>	<del>W</del>		<del>7</del>	
Minutes, <u>County Board Committees, Boards, Commissions and Other Bodies / Meeting</u>	W		7	YES
Minutes, County Board	W		7	YES
Minutes, <u>Other</u> Meetings	W		7	YES
<del>Ordinances and Resolutions</del>	<del>W</del>		<del>p</del>	
Ordinances and Resolutions, Approved	W		p	
Ordinances and Resolutions, Drafts	W		1	YES
Organizational Charts	W		S	
Payment Vouchers (PV)	W		C	
Payroll Worksheets	W		3	
Personnel, Applications / Interviews	W		6	
Personnel, Expenses	W		6	
Personnel, Files	W		7AT	

Personnel, Grievances	W		7	
Personnel, Job Descriptions	W		S	
Personnel, Performance Tracking (Evaluations)	W		7 AT	
Personnel, Time Sheets	W		2	YES
Policy and Procedure Manuals	W		S	
Purchase Orders (PO)	W		C	YES
Purchase Orders, Blanket	W		C	YES
Purchase Release Payment Authorization (PRPA)	W		3	
Purchase Requisitions	W		C	
Receipts, Cash (Received and issued)	W	WI Stats 59.52(4)(a)(12)	4	YES
Records Retention Schedules	W		S	
Reference Materials (Books, magazines, pamphlets, brochures, newsletters, etc.)	W		S	
Reports, Routine	W		1	YES
Requests for Bids (RFB's)	W	WI Stats 59.52(4)(a)(10)	1	

## Jefferson County Records Retention Schedule

Department: County Administrator

Revised: 9/4/13 201608

Record Title	State Code	Authority	Retention Period (Years <small>are in addition to <del>Plus</del> Current Year</small> )	Official Copy
Records Retention Schedules	W		S	YES
Budget, Jefferson County	W		7	
Budget Working Papers	W		7	
Organizational Studies (Historical)	W		P	YES
<b>Historical Society Codes</b>		<b>Retention Codes</b>		
N = Notify      W = Waived      NA = Not Applicable  <b>IMPORTANT NOTE: The retention periods on this schedule apply to records stored on any medium (paper, electronically, digitally, microform, etc.).</b>		AA = After Audit                      EVT = Event Date AS = After Settlement                  LOP = Life of Product AT = After Termination                M = Months C = Current Only                        P = Permanent EOM = End of Month                   S = Until <del>Superseded</del> EOY = End of Year                      V = Vital		

## Jefferson County Records Retention Schedule

Department: Central Services

Revised: 9/4/3201608

Record Title	State Code	Authority	Retention Period (Years are in addition to Current year) <del>Retention Years -</del> <del>Plus Current Year</del>	Official Copy
Access Records (key and card)	W		1	YES
Asbestos Files	W		P	YES
Bulk Mail Permit	W		1	YES
Cleaning Log	W		1	YES
Construction / Project Drawings	W		P	YES
County Building Files	W		S	YES
Demolished Residential Property	W		P	
Inspection Reports (Elevator, etc.)	W		7	YES
Inspection Cleaning Evaluation reports	W		2	YES
Log, Postage	W		3	YES

Maintenance Work Order	W		3	YES
Maintenance Key Daily Sign Out Sheet	W		S	YES
Natural Gas Usage Manual	W		C	
Project Files	W		P	YES
Supply Orders	W		2	YES
Historical Society Codes		Retention Codes		
N = Notify	W = Waived	NA = Not Applicable	AA = After Audit	EVT = Event Date
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			EOY = End of Year	V = Vial
<b>IMPORTANT NOTE: The retention periods on this schedule apply to records stored on any medium (paper, electronically, digitally, microform, etc.).</b>				

# Jefferson County Records Retention Schedule

Department: Child Support

Revised: 4/2008 9/13/201612

Record Title	State Code	Authority	Retention Period (Years are in addition to Current Year)Retention Years-- Plus Current Year	Official Copy
Child Support Case Records (includes all child support files including Divorce, Paternity & Interstate case files)	W	45CFR 303.11d	7	YES
Child Support Divorce	W		7	
Child Support Expenditure Reports and Support Documentation	W	45 CFR 74.20-74.25	3	
Child Support Records of Required Client Notification	W	46 CFR 74.20-74.25	3	
Child Support Statistical Reports and Supporting Documentation	W	45 CFR 74.20-74.25	3	
Client Assistance (Out of County)	W		7	
Client Listing (Computer Printout)	W		3M	
Client Logs	W		C	
IRS Records List	W		7	
Misdemeanor and Felony Support Files	W		After closed and entry of judgment or divorce or entry of final order.-> 7	

Paternity Files, Post Judgments	W	Closed date +7	YES
Paternity Files, Pre-Judgments, Dismissed	W	3	
Paternity, Pre-Judgments Not Pursued	W	3	
Reciprocal Support Cases (Interstate Cases - i.e., UIFSA, URESA)	W	7	
Warrants and Capias	W	3	YES
Historical Society Codes		Retention Codes	
N = Notify W = Waived NA = Not Applicable		AA = After Audit EVT = Event Date	
IMPORTANT NOTE: The retention periods on this schedule apply to records stored on any medium (paper, electronically, digitally, microform, etc.).		AS = After Settlement LOP = Life of Product	
		AT = After Termination M = Months	
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		EOM = End of Month S = Until SupersededSuperseded	
		EOY = End of Year V = Vital	

Jefferson County Records Retention Schedule				
Department: Corp Counsel - Legal		Revised: 9/13/201608		
Record Title	Stat e Cod e	Authority	Retention Period (Years are in addition to Current Year)Retention Years—Plus Current Year	Official Copy
Case Files, Litigation	W	After closed or when appeal time has run, whichever is longer or Supreme Court Rules (SCR) +20		YES
Case Files, Non-litigation	W		10	YES
CHIPS (Child in Need of Protective Services) Juvenile Records	W		18th birthday + 24	
Client Collection Files	W		10	
Client Index Cards	W		5	
Department Files			EVT + 4	
Dismissals- Chapter 51.45	W		EVT + 7	
Guardianship Files-- Protective Placement Files	NA	SCR 72.01 (33)	Termination of guardianship + 7	YES
Legal Fees, Outside Counsel	W		No activity + 5	

Legal Memos	W		7	
Legal Opinions	N/A		P	YES
Liability Claims	W		7	
Mental Commitment Cases	W		File closed date + 10	
Parks and Land Use and Environmental Ordinance Enforcement Files	W		P	YES
Real Estate Closing Files	W		P	
Historical Society Codes		Retention Codes		
N = Notify    W = Waived    NA = Not Applicable		AA = After Audit	EVT = Event Date	
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Jefferson County Records Retention Schedule				
Department: District Attorney		Revised: 9/13/201608		
Record Title	State Code	Authority	Retention Period (Years are in addition to Current Year) Retention Years - Plus Current Year	Official Copy
Breathalyzer Unit Certification	W	WI Stat 978.07 (1)(d)	Indefinite	YES
Civil Cases	N	WI Stat 978.07 (1)(a), (1)(b)	EVT + 3	YES
Crime Statistics	W	WI Stat 978.07 (1)(d)	6	YES
Deferred Prosecution Agreements	W		6	YES
Felony or Related Cases	N	WI Stat 978.07 (1)(c) 3	EVT + 10	YES
Felony or Related Cases Punishable by Life Imprisonment (aka Homicide)	N	WI Stat 978.07 (1)(c) 1	EVT + 50	YES
Felony or Related Cases Punishable by a Maximum Period of Imprisonment Equal to at least 20 Years	N	WI Stat 978.07 (1)(c) 2	EVT + 20	YES
Grant Reimbursement Proposals (VAWA/CAW)	W		6	YES
Juvenile Card File	W	SCR 72.03 (2)	4 (following 18th birthday)	YES
Juvenile Cases - JV / Juvenile Delinquency	W	SCR 72.01(41)	8 (following 18th birthday) Class A or B felonies	YES

Misdemeanor Cases	W	WI Stat 978.07 (1)(a)(1)(b)	EVT+3	YES
News Releases	w		DA Discretion	
Search Warrants	W	978.07(1)(d) absent case file	6	
Subpoena duces tecum		978.07(1)(d) absent case file	6	
Historical Society Codes		Retention Codes		
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IMPORTANT NOTE: The retention periods on this schedule apply to records stored on any medium (paper, electronically, digitally, microform, etc.).		AS = After Settlement	LOP = Life of Product	
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# Jefferson County Records Retention Schedule

Department: Economic Development

Revised: 9/13/2016

Record Title	State Code	Authority	Retention Period (Years are in addition to Current Year) Retention Years - Plus Current Year	Official Copy
Audits, Community Block Grant Program	W		7	
Economic Development Loan Files	W		7	YES
Environmental Reviews	N		7	YES
Fiscal Project Program Plan files	W		7	
GEM Grant Application	W		3	
GEM Grant Awards	W		7	
Home Regulations	W		S	
Home Rehab Program Loans	W		7AS	YES
Sub Grantee Project Files - CDBG (Community Development Block Grant)	W		7	
Sub Grantee Project Files - HOME	W		7	

## Historical Society Codes

N = Notify W = Waived NA = Not Applicable

IMPORTANT NOTE: The retention periods on this schedule apply to records stored on any medium (paper, electronically, digitally, microform, etc.).

## Retention Codes

AA = After Audit  
AS = After Settlement  
AT = After Termination  
C = Current Only  
EOM = End of Month  
EOY = End of Year

EVT = Event Date  
LOP = Life of Product  
M = Months  
P = Permanent  
S = Until Superseded  
V = Vital

Jefferson County Records Retention Schedule				
Department: Emergency Management		Revised: 9/13/201608		
Record Title	State Code	Authority	Retention Period (Years are in addition to Current Year) Retention Years - Plus Current Year	Official Copy
Continuity of Government and Ops Plan	W		S	YES
County Emergency Operations Plan	W		S	YES
Disaster Declarations	W		7	YES
Emergency Ops Plans (private facilities with extremely hazardous materials)			C+ previous plan	YES
EPCRA - (Emergency Planning and Community Right to Know Act) Files	W		S	YES
Grants - Funded			P	
Private Facilities Plans (copies)			S	
State Information and Guidance Memos			S	
Tier II Hazardous Chemical Reports	W		7	YES

Historical Society Codes		Retention Codes	
N = Notify	W = Waived	NA = Not Applicable	
<b>IMPORTANT NOTE: The retention periods on this schedule apply to records stored on any medium (paper, electronically, digitally, microform, etc.).</b>		AA = After Audit	EVT = Event Date
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Jefferson County Records Retention Schedule				
Department: Fair Park		Revised: 9/13/201608		
Record Title	State Code	Authority	Retention Period (Years) are in addition to Current YearRetention Years - Plus Current Year	Official Copy
Advertising	W		5	YES
Camping Registration (Fair Week)			3	YES
Camping / Miscellaneous Fees	W		3	YES
Data Backup			5	YES
Drawings / Maps / Blueprints	W		LOP	YES
Emergency Information, Seasonal Employees	W		C	
Equipment Maintenance	W		LOP	YES
Entertainment Contracts			5	
Events and Programs	N		10	YES
Fair Park Committee Meeting Minutes			7	

Fair Registrations		EVT + 7	YES
Gate Receipts		2	YES
Grants	W	3	
Incident Reports	W	7	
Judge's Contracts		7	YES
Judging Sheets, Checks and Reports		7	YES
Publicity Newsletter Insert		3	
Receipts, Petty Cash		7	
Safety Inspection Report	W	7	
Schedules, Personnel	W	3	YES
Shipping / Packing Slips	W	1	YES
Survey Summaries	W	2	YES
Volunteer Information		7	YES

Jefferson County Records Retention Schedule				
Department: <del>Finance Clerk</del> Accounting		Revised: 9/13/201698		
Record Title	State Code	Authority	Retention Period (Years are in addition to Current Year) <del>Retention Years</del> + <del>Plus Current Year</del>	Official Copy
1099 Data	W		10	YES
Benefit Bank Balance	W		10	YES
Billings, Department Backup - Finance	W		7	YES
Cash Receipts	W	State PRFB (Rev. 5/92) 90006	7	YES
Check Copies	W	State PRFB (Rev. 5/92) 90013	7	YES
Check Registers	W		7	YES
County Payroll Tax Records	W		10	
Cost Allocation Plan	W		7	YES
Debt Service	W		7	YES
Deferred Compensation Payments	W	State PRFB (2/15/95) 90209A	10	YES

Deposits	W	Slate PRFB (Rev. 5/92) 90012	7	YES
Edit Reports	W		1	
Employee Payroll Document Case Records	W	Slate PRFB (2/15/95) 90214	EVT + 5	YES
Historical Society Codes		Retention Codes		
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Jefferson County Records Retention Schedule				
Department: Clerk-Finance - Accounting		Revised: 9/13/201608		
Record Title	State Code	Authority	Retention Years - Plus Current Year	Official Copy
Payroll Adjustments	W		10	YES
Payroll Change Notices	W		10	YES
Payroll Corrections	W	State PRFB (2/15/95) 90210	10	YES
Payroll General Ledger Report	W		7	YES
Payroll Input Reports	W	State PRFB (2/15/95) 90208	10	YES
Payroll Registers, Master	W	State PRFB (2/15/95) 90016	35	YES
Payroll Registers, Duplicate Division Fiche Copy	W	State PRFB (2/15/95) 90209A	10	YES
Payroll Systems - PAPS Microfiche	W	State PRFB (2/15/95) 90016	10	YES
Payroll Worksheets	W		10	YES
Payroll - X Press Check Copies	W	State PRFB (Rev. 5/92) 90013	10	YES

Personnel, Expenses	W		7	YES
Personnel, Time Sheets (All County Employees)	W		7	YES
Petty Cash Files	W		7	YES
Purchase Release Payment Authorization	W	State PRFB (Rev. 5/92) 90007	7	YES
Quarterly Status Reports	W		7	YES
Historical Society Codes		Retention Codes		
N = Notify	W = Waived Applicable	NA = Not		
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Jefferson County Records Retention Schedule				
Department: FinanceClerk - Accounting		Revised: 9/13/201508		
Record Title	State Code	Authority	Retention Years - Plus Current Year	Official Copy
Annual Report, Financial, (CAFR)	W		10	YES
Audit, Outside	W		10	YES
Bond Issues, History (Promissory Notes)	W	WI STATS 59.52 (4)(a)(b)	10	
Chart of Accounts Object Codes - Jefferson County	W		S	YES
Internal Fiscal Correspondence, Memos, Policy & Procedures, and Reports	W	State PRFB (Rev. 5/92) 90000	4	YES
Internal Fiscal Correspondence, Memos, Policy & Procedures, and Reports, Working Papers	W	State PRFB (Rev. 5/92) 90000A	1	YES
Mileage Logs - Monthly	W		7	YES
Non-Routine Financial Reports and Studies	W	State PRFB (Rev. 5/92) 90003	7	YES
Non-Routine Financial Reports and Studies, Working Papers	W	State PRFB (Rev. 5/92) 90003	S	YES
State Fiscal Policies and Procedures Records (Official)	W	State PRFB (Rev. 5/92) 90001	10	

State Fiscal Policies and Procedures Records, Updates and Working Papers	W	State PRFB (Rev. 5/92) 90001A	S	
Audit, Internal - Working Papers	W		10	YES
Capital Project Documentation	W		5	
Commodity / Vendor Codes	W		C	YES
Vendor Database, BAS	W		S	
Historical Society Codes		Retention Codes		
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# Jefferson County Records Retention Schedule

Department: Health - Administration

Revised: 3/2008

Record Title	Stat e Cod e	Authority	Retention Years - Plus Current Year	Official Copy
Mission statement, philosophy, purpose	<u>W</u>	s. 19.21	7	Yes
Agency goals, objectives, short and long term strategic plans	<u>W</u>	s. 19.21	7	Yes
Agency program evaluation	<u>W</u>	s. 19.21	7	Yes
Grants	<u>W</u>	s. 19.21	7	
Annual reports	<u>W</u>	s. 19.21	P	Yes
WIC	<u>W</u>	7CCFR 246.25	3 fiscal years + 150 days	Yes
Birth Certificate Information	<u>W</u>	s. 69.20(3)©	Not longer than 1	No
Client record/Patient care record	<u>W</u>	x. 19.21	7	Yes
Family Care	<u>W</u>	x. 19.21	7	Yes
Short term	<u>W</u>	x. 19.21	7	Yes

Health Check/Well child	<u>W</u>	x. 19.21	Y	Yes
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Jefferson County Records Retention Schedule				
Department: Health - Environmental Health		Revised: 9/13/201608		
Record Title	State Code	Authority	Retention Period (Years are in addition to Current Year) Retention Years - Plus Current Year	Official Copy
Licensed Establishments Inspection Reports	W	x50.535 and HFS 192	3	Yes
Water Sample Reports	W		7	Yes
Health Hazard Investigations	W		7	Yes
Environmental Health	W		7	Yes
Historical Society Codes		Retention Codes		
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Jefferson County Records Retention Schedule				
Department: Health—Administration		Revised: 3/2008		
Record Title	State Code	Authority	Retention Years—Plus Current Year	Official Copy
Historical Society Codes		Retention Codes		
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Jefferson County Records Retention Schedule				
Department: Highway		Revised: 9/13/4/201608		
Record Title	State Code	Authority	Retention Period (Years are in addition to Current Year)Retention Years-- Plus Current Year	Official Copy
Accident Reports (Current Employees)	W		C	
Acquisition Files (Right of Way Files)	W		P	YES
Auctioned Vehicles	W	WI Stats. 59.52(4)(a)10	3	YES
Bids, Successful	W		LOP	YES
Bids, Unsuccessful	W		1AA	YES
Bridge Plans	W		LOP	YES
Bridge Sufficiency Ratings	W		LOP	YES
CHEMS Printouts	W		1	YES
Construction/Project Drawings	W		LOP	YES
Cost Sheets, Vehicle	W		LOP	YES

Equipment Files	W	LOP	YES
Fuel Reports	W	WI Stats. 168.13	4
Fuel Tickets	W	4	
Inventory, Materials	W	7	YES
Local Road Improvement Program Record	W	5	YES
Historical Society Codes		Retention Codes	
N = Notify    W = Waived    NA = Not Applicable		AA = After Audit	EVT = Event Date
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Jefferson County Records Retention Schedule				
Department: Human Resources		Revised: 9/134/201608		
Record Title	State Code	Authority	Retention Period (Years are in addition to Current)	Official Copy
Loan Verifications	W		3 M	
New Hire Reports				
Organizational Charts	W		S	YES
Personnel, Applications (Not Hired)	W	PRB Letter. 11/30/99	6	YES
Personnel, Employees on Leave of Absence Rep	W		3	YES
Personnel, Files	W		7 AT	YES
Personnel, Job Posting	W		10	YES
Personnel, Newspaper Advertising	W		5	YES
Personnel, Overtime Slips	W		2 M	YES
Personnel, Policy & Procedures Manuals	W		S	YES
Recruitment List	W		C	YES
Salary Schedules			7	
Sheriff's Civil Service Committee Minutes - <del>closec</del>	W		10	YES
Training and Development Attendance Log	W		4 yrs. + C	YES
Training and Development Programs	W		4 yrs. + C	YES
Training Library Log	W		4 yrs. + C	YES
<b>Benefits</b>				
Employee Cobra Benefits	W		Life of Insured	YES
Employee Master Benefits File	W		3	YES

Jefferson County Records Retention Schedule				
Department: Human Resources		Revised: 9/134/201608		
Record Title	State Code	Authority	Retention Period (Years are in addition to Current)	Official Copy
Loss Control Reports	N/A		P	YES
OSHA 200 Log	W	29 CFR 1904.6	5	YES
Training Records	W		4 yrs. + C	YES
Historical Society Codes		Retention Codes		
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IMPORTANT NOTE: The retention periods on this schedule apply to records stored on any medium (paper, electronically, digitally, microform, etc.).				

Jefferson County Records Retention Schedule				
Department: Human Services - Administration		Revised: 9/13/2016		
Record Title	State Code	Authority	Retention Period (Years are in addition to Current Year) Retention Years - Plus Current Year	Official Copy
Accounts Payable Documentation	W		3	
Accounts Receivable Cash Receipt, Detail *	W		3	
Accounts Receivable Client Records *	W		3	YES
ATA (Advanced Technology Associates) Purged Accounts	N/A		P	YES
AODA Denial List	W		3 M	
Audit Reports - Vendor	W		3	
Background Checks	W		7	
Bankruptcy Reports	W		7	
Bank Statements	W		3	
BASIC Petty Cash Vouchers	W		3	

Budget Working Papers	W		P	
Cancelled Checks / Statements *	W		3	
CARS (Community Aids Reporting System) Reports *	W		3	
Cash Grant Vouchers	W		3	
Certification of Destruction (Records)	N/A		P	
Historical Society Codes		Retention Codes		
N = Notify    W = Waived    NA = Not Applicable		AA = After Audit	EVT = Event Date	
<b>IMPORTANT NOTE: The retention periods on this schedule apply to records stored on any medium (paper, electronically, digitally, microform, etc.).</b>		AS = After Settlement	LOP = Life of Product	
		AT = After Termination	M = Months	
		C = Current Only	P = Permanent	
		EOM = End of Month	S = Until <del>Superseded</del>	
		EOY = End of Year	V = Vital	

Jefferson County Records Retention Schedule				
Department: Human Services - Administration		Revised: 9/13/201608		
Record Title	State Code	Authority	Retention Period (Years are in addition to Current Year) <del>Retention Years</del> <del>Plus Current Year</del>	Official Copy
Targeted Case Reviews / Error Reduction / Correspondance	W		5	
Tax Intercept	W		3	
Tax Intercept (Computer Printout)	W		3	
Historical Society Codes		Retention Codes		
N = Notify    W = Waived    NA = Not Applicable		AA = After Audit                      EVT = Event Date AS = After Settlement                LOP = Life of Product AT = After Termination               M = Months C = Current Only                        P = Permanent EOM = End of Month                  S = Until <del>Superseded</del> <del>Superseded</del>		
<b>IMPORTANT NOTE:</b> The retention periods on this schedule apply to records stored on any medium (paper, electronically, digitally, microform, etc.).				

Jefferson County Records Retention Schedule				
Department: Human Services - Family		Revised: 9/13/201608		
Record Title	State Code	Authority	Retention Period (Years are in addition to Current Year) Retention Years - Plus Current Year	Official Copy
Child Abuse and Neglect / Child Welfare Client Records	W	WISACWIS	7	
Certified Child Care File	W		7	
Kinship Care Client Records	W		7	
Historical Society Codes		Retention Codes		
N = Notify    W = Waived    NA = Not Applicable		AA = After Audit    EVT = Event Date AS = After Settlement    LOP = Life of Product AT = After Termination    M = Months C = Current Only    P = Permanent EOM = End of Month    S = Until <del>Superseded</del> EOY = End of Year    V = Vital		
<b>IMPORTANT NOTE: The retention periods on this schedule apply to records stored on any medium (paper, electronically, digitally, microform, etc.).</b>				

Jefferson County Records Retention Schedule				
Department: Human Services - Long Term Care		Revised: 9/13/201608		
Record Title	State Code	Authority	Retention Period (Years are in addition to Current Year) Retention Years - Plus Current Year	Official Copy
Long Term Care Case Manager Lists	W		C	
Long Term Care Client Listing	W		1M	
Long Term Care Client Records - Developmentally Disabilities	W		7	
Historical Society Codes		Retention Codes		
N = Notify    W = Waived    NA = Not Applicable		AA = After Audit    EVT = Event Date AS = After Settlement    LOP = Life of Product AT = After Termination    M = Months C = Current Only    P = Permanent EOM = End of Month    S = Until <del>Superseded</del> EOY = End of Year    V = Vital		
<b>IMPORTANT NOTE: The retention periods on this schedule apply to records stored on any medium (paper, electronically, digitally, microform, etc.).</b>				

Jefferson County Records Retention Schedule				
Department: <u>Human Services</u> - Senior Services      Revised: <u>9/13/2016</u>				
Record Title	State Code	Authority	Retention Period (years are in addition to Current Year) Retention Years - Plus Current Year	Official Copy
Grant Applications	W		3	YES
Home Delivered Meals C202 Sheets	W		7	YES
Home Delivery Meals Client Change Log, Daily Activity Log & Daily Vendor Order Sheet *	W		7	YES
Home Delivered Meals Monthly Computer Printout Reports	W		3	YES
Home Delivered Meals Volunteer Mileage Reports	W	WI Stats 46.85	3	YES
Home Delivered Meals Database	W	WI Stats 46.85	7	YES
Information & Assistance (I&A) Files (EOY)	W		7	
Information & Assistance Phone Logs	W		7	YES
Long Term Redesign Project	W		C	YES

Nutrition Screening Tool	W		3	YES
Nutrition Site Registrations *	W		1	YES
Nutrition Site Progress Reports *	W		1	
Nutrition Program Records	W		3	YES
Nutrition Quality Site Control Sheets *	W		3	YES
Nutrition Site Progress Reports *	W		3	YES
Historical Society Codes		Retention Codes		
N = Notify    W = Waived    NA = Not Applicable		AA = After Audit                      EVT = Event Date AS = After Settlement                  LOP = Life of Product AT = After Termination                M = Months C = Current Only                        P = Permanent EOM = End of Month                   S = Until <del>Superseded</del> EOY = End of Year                      V = Vital		
<b>IMPORTANT NOTE: The retention periods on this schedule apply to records stored on any medium (paper, electronically, digitally, microform, etc.).</b>				

## Jefferson County Records Retention Schedule

Department: Human Services - Workforce Development Revised: 9/13/2016

Record Title	State Code	Authority	Retention Period (Years are in addition to Current Year) Retention Years - Plus Current Year	Official Copy
Income Maintenance Case Records	W	WI State 49 & 59.52(4)(a)18, HSS245.03(1)(a)	4	YES
Returned Tax Intercept Notices	W		7	
Tax Intercept	W		7	
Tax Intercept (Computer Printout)	W		7	
<b>Historical Society Codes</b>		<b>Retention Codes</b>		
N = Notify    W = Waived    NA = Not Applicable		AA = After Audit                      EVT = Event Date AS = After Settlement                  LOP = Life of Product AT = After Termination                M = Months C = Current Only                        P = Permanent EOM = End of Month                    S = Until Superseded EOY = End of Year                       V = Vital		
<b>IMPORTANT NOTE:</b> The retention periods on this schedule apply to records stored on any medium (paper, electronically, digitally, microform, etc.).				



### Jefferson County Records Retention Schedule

Department: Land Information and Surveyor Revised: 9/13/2016

Record Title	State Code	Authority	Retention Period (Years are in addition to Current Year) Retention Years - Plus Current Year	Official Copy
Accident Reports, Employee	W		7 AT	
Address Assignments	N	Jefferson County Uniform Numbering Ordinance	P	YES
Aerial Photographs	N		P	
Assessment & Tax Role Manufacturing	N		2	
Board of Review Changes	N		5	YES
Cadastral Maps	N		P	YES
Corner Tie Sheets	N		P	YES
Employee Emergency Informational Form	N		S	
Field Notes	N		P	YES
Grants	N		10	

High Precision Geodetic Control Network	N		S	YES
Land Information Plan, Jefferson County	N		P	YES
Managed Forest Land Index	N	WI Stats 77.16 (3), (7), (9)	5	
Map Projects - Special	N		S	YES
Map - Official Jefferson County	N		S	YES
Maps - Highway Relocation	N		P	
Maps - Railroad	N		S	
Maps - Town Address	N	Jefferson County Uniform Numbering Ordinance	P	YES
Mill Rate Worksheets	N		5	YES
Parcel Mapping Documentation	N		10	YES
Payment Voucher	W		7	
Personnel, Seasonal Interns	W		7 AT	
Plat Books	N		P	YES
Plat of Surveys	N/A	WI Stats 59.43(1)	P	YES

Jefferson County Records Retention Schedule				
Department: Land & Water Conservation		Revised: 9/13/201608		
Record Title	State Code	Authority	Retention Period (years are in addition to Current Year) <del>Retention Years -</del> Plus Current Year	Official Copy
Aerial Photos (black & white prints)	W		P	
Agriculture Compliance Inventory and Data Base			P	
Agriculture Land Preservation Plan	N		S	YES
Animal Livestock Inventory			7	YES
Animal Livestock Siting			7	YES
Burial Sites In Waukesha County	N/A		P	
Conservation Reserve Program Records	W	120-GM, Amend. 46, 408-150, 300 (2)	13	YES
Cost Sharing Agreement Records	W	NR120ATCP50	3AT	YES
Cost Sharing Grants (Part of VT4006)			3AT	
County Mining Contracts			P	

Detailed Design Drawings (Land & Water Conservation Designs)	W		P	YES
Drainage District Files	NA		P	
Equipment Maintenance	NA		7	YES
Farm Conservation Plans *	W	120-GM, 406-98, SCS/CRS-29 and 31, (a)	P	YES
Farmland Preservation Certificates *	W		7	
Farmland Preservation Program Records	N		7	YES
Grants	NA		7	
Interdepartmental Agreements	NA		S	
Land and Water Resource Management Plan (LWRM)	NA		P	
Land Conservation Grants	NA		7	
Maps - Townships	N/A		P	YES
Manure Storage Permits	NA		7	YES
Memoranda of Understanding	NA		7AT	YES
Non-metallic Mining Permit Files	NA		P	

Jefferson County Records Retention Schedule				
Department: <u>Management Information Systems</u>		Revised: 9/13/201608		
Record Title	State Code	Authority	Retention Period (Years are in addition to Current Year) Retention Years— Plus Current Year	Official Copy
Fiber Network Diagram	NA		C	Yes
Network Diagram	NA		C	Yes
Backup Procedures	NA		C	Yes
Class Schedule			C	Yes
Contractor Recommendations			7	Yes
Contract Correspondence	NA		7	Yes
Course Evaluations			C+1	Yes
Customer Satisfaction Survey	NA		1	Yes
Job Responsibility List			C	Yes
Computer Inventory	NA		C	Yes

Written Backup Log			7	Yes
Backup (Imaging, Email, Mails, ECS, Home drive, Network shared, departmental, Network sheared, county-wide, Jeffdc1, Jeffdc2, Firewall, Wisacwis, CHEMS, All others not stated)	NA		73	Yes
Backup (Jeffutil, Jeffutil2, Web server, Employee web page, Jeff-evotus/sql (telephone records), Switch backup)			4	Yes
Backup Voicemail (Voicemail, Phone system, Outlook web access, Security camera images)	NA		30 15 days	Yes
AS400 Backups				
Quarterly	NA		5	Yes
Daily	NA		60 days	Yes
Data Bases				
—MySQL			60 days	Yes
—DB2			60 days	Yes
—Access			60 days	Yes
—Oracle Light			60 days	Yes
PC Ghost Images			C	Yes
Software Licensing List			7	Yes

### Jefferson County Records Retention Schedule

Department: Coroner Medical Examiner

Revised: 9/13/201608

Record Title	State Code	Authority	Retention Period (Years are in addition to Current Year) Retention Years - Plus Current Year	Official Copy
Case Billing	N/A		10	YES
Case Face Sheet Logs	N/A		P	YES
Case Files	W		75	YES
Case File Slides	W		75	YES
Case File X-rays	W		75	YES
Case Index, Monthly (digital)	W		5	YES
Case Photos and DNA Card	N/A		75	
Cremation Case Files	N/A		P	
Coroner Medical Examiner Annual Report	W		P	YES
Medical Examiner Autopsy Report	N/A		P	YES

Medical Examiner Investigative Report	NA	P	YES
Medical Examiner Toxicology Report	NA	P	
Inventory - Equipment		S	YES
Medication Disposal Log	N/A	10	YES
Report for Final Disposition (Other reportable)	W	3	
WCMEA Materials		S	
Historical Society Codes		Retention Codes	
N = Notify	W = Waived	NA = Not Applicable	
<b>IMPORTANT NOTE: The retention periods on this schedule apply to records stored on any medium (paper, electronically, digitally, microform, etc.).</b>		AA = After Audit	EVT = Event Date
		AS = After Settlement	LOP = Life of Product
		AT = After Termination	M = Months
		C = Current Only	P = Permanent
		EOM = End of Month	S = Until SupersededSuperseded
		EOY = End of Year	V = Vital

Jefferson County Records Retention Schedule				
Department: Parks		Revised: 9/13/2016		
Record Title	State Code	Authority	Retention Period (Years are in addition to Current Year) Retention Years - Plus Current Year	Official Copy
Acquisitions, Land	W		LOP	
Advertising, By Facility	W		3	YES
Advertising, By Media	W		3	YES
Automobile Accident Reports	W		7	
Bids, Successful	W	WI Stats 59.52 (4) (a) (10)	7 AT	YES
Bids, Unsuccessful	W		4	YES
Blueprints	W		LOP	YES
Capital Project Plans	W		7	YES
Maps	W		S	

Emergency Information, Seasonal Employees	W		C	
Equipment Maintenance Log	W		LOP	YES
Events and Programs	N		3	YES
Expenditures, Seasonal Employees	W		3	
Facility Reservations	W		Evi + 7	YES
Grant, Funding	W		LOP	
Historical Society Codes		Retention Codes		
N = Notify	W = Waived	NA = Not Applicable	AA = After Audit	EVT = Event Date
<b>IMPORTANT NOTE: The retention periods on this schedule apply to records stored on any medium (paper, electronically, digitally, microform, etc.).</b>			AS = After Settlement	LOP = Life of Product
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Jefferson County Records Retention Schedule				
Department: Parks		Revised: 9/13/2016		
Record Title	State Code	Authority	Retention Period (Years are in addition to Current Year) Retention Years - Plus Current Year	Official Copy
Publicity "Parks News" Newsletter	NA		3	
Safety Inspection Report	W		7	
Schedules, Projects	W		3	YES
Site Plans	W		LOP	YES
Surveys / Questionnaires	W		3	YES
Tickets, Dog Park Tickets, Daily	W		3	YES
Volunteer Information	NA		3	
Historical Society Codes		Retention Codes		
N = Notify    W = Waived    NA = Not Applicable		AA = After Audit                      EVT = Event Date		
<b>IMPORTANT NOTE: The retention periods</b>		AS = After Settlement                LOP = Life of Product		

on this schedule apply to records stored on any medium (paper, electronically, digitally, microform, etc.).

AT = After Termination

M = Months

C = Current Only

P = Permanent

EOM = End of Month

S = Until Superseded

EOY = End of Year

V = Vital

Jefferson County Records Retention Schedule				
Department: <u>Planning &amp; Zoning &amp; Planning</u> Revised: <u>9/13/2016</u>				
Record Title	State Code	Authority	Retention Period (Years are in addition to Current)	Official Copy
Agriculture Land Preservation Plan	N		S	YES
Amendments to the <del>Jefferson</del> Waukesha County Development Plan	<u>N</u>		P	YES
Conditional Use Files	N/A		P	YES
Farmland Preservation Certificates	<u>NA</u>	WI. Stat. 91	P	YES
FEMA Flood Evaluation Certificates	<u>NA</u>		P	YES
Floodplain Ordinance	<u>NA</u>		S	YES
Floodplain Substantial Damage	<u>NA</u>		P	YES
Land Use Permit Files	<u>NA</u>		P	YES
Private Sewage Systems	<u>NA</u>		P	YES
Private Sewage System Maintenance	<u>NA</u>	COMM 83	P	YES
Private Sewage System Ordinance	<u>NA</u>			
Soil Test	<u>NA</u>		P	YES
Subdivision Review	N/A		P	YES
Subdivision & Land Ordinance	<u>NA</u>		S	YES
Violation Files	N/A		P	YES
Historical Society Codes		Retention Codes		
N = Notify W = Waived NA = Not Applicable		AA = After Audit	EVT = Event Date	

IMPORTANT NOTE: The retention periods on this schedule apply to records stored on any medium (paper, electronically, digitally, microform, etc.). \*

AS = After Settlement	LOP = Life of Product
AT = After Termination	M = Months
C = Current Only	P = Permanent
EOM = End of Month	S = Until Superseded

Jefferson County Records Retention Schedule				
Department: Register of Deeds (From SHSW Schedule)		Revised: 9/13/2016		
Record Title	State Code	Authority	Retention Period (Years are in addition to Current Year) Retention Years - Plus Current Year	Official Copy
Annulment, divorce or legal separation judgment which affects title to real estate or liability for payment of support or maintenance	N/A	s. 767.255, 767.40 (2)	P	YES
Appointment of any guardian or conservator appointed in any other state, district, territory or country together with a duly authenticated copy of the appointment of the special guardian of such minor or incompetent person	N/A	s. 786.25 (3)	P	YES
Armed forces: registration of all county persons who died in the services of the U.S. armed forces	N/A	s. 45.35 (a)	P	YES
Articles of incorporation and amendments for mutual associations	N/A	s. 215.71 (3)	P	YES
Articles of incorporation for capital stock associations and amendments	N/A	s. 215.61 (3)	P	YES
Articles of incorporation for banking corporation and amendments	N/A	s. 221.03 (3)	P	YES

Articles of incorporation; charter or patent of incorporation; certificate of organization or association of any corporation or joint stock company; articles of association or organization of any corporation; certificate or resolution for the purpose of amendment; every amendment in any form of the charter, patent, certificate or articles of association or organization or of the name, corporate powers or purposes of any corporation	N/A	s. 891.20	P	YES
Assessors' plats and amendments	N/A	s. 70.27 (2)(b)	P	YES
Authorization to execute conveyances on behalf of a private corporation	N/A	s. 706.03 (3)	P	YES
Bulkhead line, establishment of or reestablishment of an existing bulkhead line along shore of navigable waters: map, description and ordinance	N/A	s. 30.11 (3)	P	YES
Business partnership agreements, amendments, articles of dissolution	N/A	s. 178.39	P	YES
Cemetery association (non-profit) certification resolutions and copy of proceedings	N/A	s. 157.062 (9)	P	YES
Cemetery plat or map, records: order authorizing the vacating or replatting of the lands, record of a cataloged burial site	N/A	s. 157.07 (1), 157.07 (5), 157.70 (2)(i)	P	YES
Census schedules	N/A	None	P	YES
Certificate of authorization to exercise fiduciary powers	N/A	s. 221.04 (6)	P	YES
Certificate of conversion from a mutual association to a stock association or from a mutual savings and loan holding company to a stock savings and loan holding company	N/A	s. 215.58 (3)	P	YES
Certificate reorganizing a mutual association as a mutual savings and loan holding company	N/A	s. 215.59 (1)(g)	P	YES
Certificates of conversion from a mutual	N/A	s. 214.685 (5)	P	YES



Corporations: resolution dissolving domestic corporation	N/A	s. 182.025 (2)	P	YES
Credit Unions: incorporation articles and amendments; certificate to Credit Union commissioner stating incorporation articles have been filed; commissioner of Credit Union's order or certificate canceling a Credit Union's charter	N/A	s. 186.35 (1), 186.02 (3)(a), 186.38 (2), 186.315	P	YES
Daily report regarding system of tract indices or system of chain of title indices as required by county board of supervisors resolution	N/A	s. 59.43 (12m)(c)	P	YES
Declaration of trust for domestic and alien corporations and amendments	N/A	s. 226.14 (1)	P	YES
Deed: certificate of cancelled deed	N/A	s. 75.23	P	YES
Descent of property, judgement to determine	N/A	s. 867.05 (4)	P	YES
Discharge certificate from U.S. armed forces	N/A	s. 45.21	P	YES
Drainage district, orders of organization, assessment for costs on drainage lands, order laying out drain	N/A	s. 88.34 (9), 88.40, 88.94 (5)	P	YES
Estate transfer by will, intestacy or appointment, disclaimer of	N/A	s. 853.40 (5)(e)	P	YES
Estates: Order settling small estates including those subject to claims of creditors	N/A	s. 867.01 (3)(h), 867.02 (2)(h)	P	YES
Estates: statement terminating joint tenancy of life estate	N/A	s. 867.04, 865.20 (2)	P	YES
Execution and sale of real estate, certificate of	N/A	s. 815.38 (1), 59.43 (11)	P	YES
Exploration mining lease; and cancellation of	N/A	s. 107.20 (1), 107.25 (2)	P	YES

Farmland preservation agreement and relinquishment	N/A	s. 91.13 (9), 91.19(5)	P	YES
Farms or country estates, registration of names	N/A	s. 59.76(1)	P	YES
Federal tax liens and certificates and notices affecting the liens and indexes	N/A	s. 779.97 (2)(b)	P	YES
Forest croplands, order of entry, transfer, withdrawal	N/A	s. 77.02 (3), 77.10 (2)(a) 2	P	YES
Forest land (managed): Orders regarding	N/A	s. 77.82 (8), 77.91 (5)	P	YES
Forest lands (county): order of entry, withdrawals	N/A	s. 28.11(4)(d)(11)(a)	P	YES
Grantor/grantee index – index to real property records	N/A	s. 59.43(9)	P	YES
Highway (controlled access): finding, determination and declaration designating a highway or controlled-access highway; notice of any vacation of a controlled-access highway	N/A	s. 53.027 (1), 84.25, 83.027 (13), 84.25 (13)	P	YES
Highway assessments and apportionment on lands for county parks and parkways	N/A	s. 27.065 (13)(c)	P	YES
Highway or street maps: map of proposed street or highway for purpose of widening, notice and map for right-of-way, alterations, etc.	N/A	s. 80.64, 84.295 (10)(a)	P	YES
Highway register: county	N/A	s. 83.01 (7)(g)	P	YES
Ice age trail areas: articles of dedication, amendments, revisions, withdrawal of articles	N/A	s. 23.293 (15) (f), 23.293 (15) (17)(e)	P	YES
Index for ancillary documents of a county with a population of 500,000 or more who has copied a document by microphotography, microfilm or optical imaging	N/A	s. 228.05	P	YES

Public lands: abstract and records of all proceedings relating to the laying out, widening, extending or vacating any street, alley, water channel, park, highway or other public place by any court, county board, common council, village board or town board.	N/A	s. 59.71	P	YES
Public lands: annulment of certificates and patents	N/A	s. 24.35	P	YES
Rail property: release of first right to acquire by DOT	N/A	s. 85.09 (5) (b)	P	YES
Railroads: map showing proposed route	N/A	s. 190.10 (1)	P	YES
Railroads: surveyed map and certificate of the alteration or change of routes	N/A	s. 191.20	P	YES
Real estate liens: payment affidavit for prior liens	N/A	s. 779.98 (3)	P	YES
Real estate owners subject to building codes	N/A	s. 62.17 (1)	P	YES
Real estate transfers	N/A	s. 77.29	P	YES
Real estate: order confirming the sale of real estate of wards or incompetents	N/A	s. 786.07	P	YES
Real property: affidavit of publication of a sale	N/A	s. 985.12 (3)	P	YES
Release of power of appointment over legal or equitable interests in real or personal property	N/A	s. 702.09 (3)(d)	P	YES
Rental units: certificates, waivers, stipulations relating to	N/A	s. 101.122 (6)	P	YES
Retrocession of jurisdiction, documents concerning	N/A	s. 1.031	P	YES
Savings bank: articles of incorporation of a savings bank and amendments	N/A	s. 214.25 (5)	P	YES
School district: resolution by two or more school districts to establish an alternative method of governing assets and liabilities	N/A	s. 66.03 (2c)(b)	P	YES

Security interest in personal property or goods, or in crops growing or to be grown: financing statement or other document evidencing the creation of the security interest	N/A	s. 409.401 (1)(a), 409.402 (1)(b), 409.402 (9), 59.43 (1)(n)	P	YES
Security interest upon certificate of title of motor vehicles and boats, memoranda regarding	N/A	s. 30.572 (4)(5), 342.20 (3)	P	YES
Security interests: financing statements, amendments, termination statements, continuation statements, statements of assignment and statements of release	N/A	s. 409.404 (1)(a), 409.405 (2), 409.410 (1)	P	YES
Sewer and transportation facilities, record of damage awards by condemnor	N/A	s. 32.05(7)(c)	P	YES
Share croppers' contracts	N/A	s. 241.03 (1)	P	YES
Solar access rights: notice granting permit, notice terminating rights, waiver of rights by permit holder	N/A	s. 66.032 (5)(b), 66.032 (9)(c), 66.032 (10)	P	YES
Solid waste disposal facility or a hazardous waste facility: notation of the existence of	N/A	s. 144.44 (4)(b), 59.43(1)(q)	P	YES
Surety company bond	N/A	s. 344.36 (2)	P	YES
Surplus state-owned real property, agreement of transfer	N/A	s. 16.375 (4)	P	YES
Surveyor's records, field notes	N/A	None	P	YES
Time-share instrument and amendments; termination agreement	N/A	s. 707.21 (3), 707.24 (2)(b)	P	YES
Town boundary or name change: order or ordinance	N/A	s. 59.17 (12); 59.23(2)(k)	P	YES
Town mutual corporate documents	N/A	s. 612.81 , 59.43(12)(b)	P	YES
Town sanitary districts: order of establishment referendum and resolutions to consolidate districts	N/A	s. 60.71 (7), 60.785 (2)(a)	P	YES

Jefferson County Records Retention Schedule				
Department: Register in Probate		Revised: 9/13/2016		
Record Title	State Code	Authority	Retention Period (Years are in addition to Current Year) Retention Years - Plus Current Year	Official Copy
Adoptions	N/A	SCR 72.01 (42)	P	YES
Case File, Termination Parental Rights/Adoption	W	SCR 72.01 (42)	P	YES
Court Reporter Notes	W	SCR 72.01 (47)	10	YES
Estate Case Files	N	SCR 72.01 (29)	75	YES
Guardianship Case & Protective Placement Files	W	SCR 72.01 (32)	7	YES
Guardianship Court Record Cards	W	SCR 72.01 (33)	7	YES
Guardianship Minute Record	W	SCR 72.01 (34)	7	YES
Mental Health Case File	W	SCR 72.01 (36)	10	YES
Mental Health Court Record Cards	W	SCR 72.01 (39)	10	YES
Mental Health Minute Record	W	SCR 72.01 (40)	10	YES

Probate Court Record Cards	N	SCR 72.01 (29, 30, 50)	75	YES
Probate Minute Record	W	SCR 72.01 (31)	75	YES
Protective Placement Files	W	SCR 72.01 (33)	7	YES
Receipts, Accounts Payable	W	SCR 72.01 (48)	7	YES
Registry of Wills	N	SCR 72.01 (37)	100	YES
Trust Account Ledger	W	SCR 72.01 (50)	75	YES
Wills Deposited for Safe-keeping	N	SCR 72.01 (35)	100	YES
Wills, Not Admitted to Probate	N	SCR 72.01 (36)	100	YES
Historical Society Codes		Retention Codes		
N = Notify    W = Waived    NA = Not Applicable		AA = After Audit	EVT = Event Date	
IMPORTANT NOTE: The retention periods on this schedule apply to records stored on any medium (paper, electronically, digitally, microform, etc.).		AS = After Settlement	LOP = Life of Product	
		AT = After Termination	M = Months	
		C = Current Only	P = Permanent	
		EOM = End of Month	S = Until Superseded	
		EOY = End of Year	V = Vital	

Jefferson County Records Retention Schedule				
Department: Sheriff		Revised: 94/13201608		
Record Title	State Code	Authority	Retention Period (Years are in addition to Plus Current Year) Retention Years - Plus Current Year	Official Copy
<b>Administration</b>				
Accidents, Squad	W		8	YES
Bailiff Activity Report	W		8	YES
Cash Receipts	W		8	YES
Conveyance Cards	W		8	YES
Daily Roll Call Rosters	W		8	YES
Department General Orders	W		P	YES
Disbursements and Deposits, Computer Printouts	W		8	YES
False Alarm Fee Documentation, Uncollectable	W		8	YES
Grant Reports and Documentation	W		8	YES

Internal Investigation Files	W		8	YES
Overtime Cards	W		8	
Photostat Accounts	w		8	YES
Psychological Evaluations (Employee)	W		P	YES
Sheriff Sales, Calendar Log	W		8	YES
Sheriff Sales, Real Estate	W		8	
Warrants Teletypes / Municipalities	W		8	
Policy & Procedure Manual	W		S	YES
<b>Civil Process</b>				
Civil Process Billings, Closed	W		8	YES
Civil Process Daily Ledgers	W		8	YES
Dockets, Civil	W		8	YES
Dockets	W		8	YES
Executions	W		8	YES

Bank Deposits	W	8	YES
Bank Reconciliation's	W	8	YES
Cancelled Checks	W	8	YES
Cash Receipts	W	8	YES
Cell Check	W	8	YES
Check Stubs	W	8	YES
Daily Inmate Roster	W	WI Adm. Code DOC 348.09(4)	8 YES
Electronic Monitoring Log	W	8	YES
Federal Billing	W	8	
Incident Reports	W	P	
Inmate Discipline Records	W	WI Adm. Code DOC 348.09(3)	8 YES
Inmate Incarceration Files	W	8	YES
Inmate Medical Records	W	WI Stats 146.81-146.83 and DOC 348.09(2)	8 YES
Jail Register	N	8	YES

Registration of Visitors	W	WI Adm. Code DOC 348.09(4)	8	YES
Stayed and Transfer Files	W		8	YES
Inmate Time	W		8	YES
Identification Bureau				
Auction Records	W		8	YES
Death Investigation Negatives, Sensitive in Nature	W		P	YES
Evidence, Major Cases	W		5	YES
Finger Print	W		P	
Incident Reports	W		P	
Jail Registers	N		8	
Mug Shots	N/A		P	YES
Property Inventories	N/A		P	YES
Traffic Accident Photos	W		8	YES
Jail				

<b>Patrol Division</b>			
Daily Roll Call Rosters	W	8	
False Alarm Card File	W	8	YES
False Alarm Service Fee and Door Openings	W	8	YES
Fleet Maintenance Records, Patrol Division	W	LOP	YES
Intern Records, Patrol Division	W	8	YES
<b>Records</b>			
Accident Reports	W	8	YES
Accident Reports, Non-Reportable	W	8	YES
Body Camera Recordings	W	121 Days	
Citations	W	8	YES
Court Occurrence Records	W	8	YES
Invoice Edit and Update Reports, Interdepartmental	W	8	YES
Employee Worker's Compensation, Closed	W	8	

Incident Reports	W	P	YES
Injunctions	W	8	YES
Intoxallizer Recertification	W	S	YES
Money Transfer Log, Front Desk	W	8	YES
Operating While Under the Influence (OW) Report	W	8	YES
Orders to Produce (Writs)	W	8	YES
Patrol Roster	W	2	YES
Radar Certification Logs	W	LOP	YES
Registration of County Vehicles	W	LOP	
Restraining Orders	W	8	YES
State Uniform Crime Report	W	P	YES
Traffic Fatalities	W	8	YES
Warning Notices	W	EVT+ 6 mos.	YES
<b>Historical Society Codes</b>		<b>Retention Codes</b>	
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Jefferson County Records Retention Schedule				
Department: Treasurer		Revised: 9/13/201608		
Record Title	State Code	Authority	Retention Period (Years) are in addition to Current Year Retention Years - Plus Current Year	Official Copy
Accounts Payable Log	W		3	YES
Bank Reconciliation and Adjustments	W		7	YES
Bids / Proposals	W	WI Stats 59.52(4)(a)(10)	7 AT	
Cash Balance,	W	WI Stats 59.52(4)(a)(15)	7	YES
Cash Register Tapes (continuous roll)	W	WI Stats 59.52(4)(a)(15)	7	YES
Check Registers	W	WI Stats 59.52(4)(a)(15)	7	YES
Checks, Cancelled/Voided	W	WI Stats 59.52(4)(a)(16)	7	YES
County Owned Property List	W		S	YES
Daily Bank Deposits	W		2	YES
In REM	W	WI Stats 75.521	15	YES

Investment Proposals	W		3	
Investment Reports	W		7	YES
NSF (Non-Sufficient Funds) Check	W		7	YES
Plat Books	N		S	YES
Probate Fees Report	W		7	YES
Real Estate Transfer Fees	W		7	YES
Receipts, General	W	WI Stats 59.52(4)(a)(15)	7	YES
Sale Book	W		15	YES
Settlement, Receipts and Related Documents	W	WI Stats 59.52(4)(a)(14)	15	YES
Stop Payment	W		7	YES
Tax Apportionment	W	WI Stats 59.52(4)(a)(1,2)	3	YES
Tax Receipts/Bills	W	WI Stats 59.52(4)(a)(14)	15	YES
Tax Rolls	N	WI Stats 59.52(4)(b)(2) & 59.52(4)(c)(2)	15	
Wire Transfer Statements	W		7	YES

# Jefferson County Records Retention Schedule

Department: UW-Extension

Revised: 9/13/201608

Retention Period (Years  
are in addition to Current  
Year) Retention-Years -  
Plus Current Year

Record Title	State Code	Authority	Retention Period (Years are in addition to Current Year) Retention-Years - Plus Current Year	Official Copy
4-H Committee Minutes	NA		7	YES
4-H Enrollment Forms	NA		y	YES
4-H Leaders Association Financial Records	NA		7	YES
4-H Leaders Association Minutes	NA		7	YES
4-H Name and Emblem Report	NA		7	
Annual Report - Department	NA		4	
Camp/Trip Medical/Health Histories	NA		7	YES
Civil Rights Forms/Reports/Files	NA		7	YES
Club/Committee Information	NA		7	YES
Criminal Records Checks	NA		C	YES

ES-237 (Annual Federal Statistical Report)	NA	7	YES
Extension Education Committee Minutes	NA	7	
Licenses - Software	NA	LOP	YES
Mailing Lists	NA	C	YES
Maintenance Agreement (Copier)	NA	LOP	YES
Room Use Schedules	NA	3	
Tractor Safety Participant Registries/Enrollments	NA	Until Participant is 14 Years Old	YES
Volunteer Application Forms	NA	Leader Ceases Involvement + 7	YES
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Jefferson County Records Retention Schedule				
Department: Veteran's Services		Revised: 9/13/201608		
Record Title	State Code	Authority	Retention Period (Years are in addition to Current Year)Retention Years—Plus Current Year	Official Copy
Cemetery List - Jefferson County	N/A		P	YES
Commemorative Event Information	W		10	YES
News Releases	W		10	YES
Regulations	W		S	YES
Veterans' Personnel Cards	W		P	YES
Veterans' Personnel Records	W		P	YES
Veterans' Relief Records	W		10	YES
Volunteer Driver Files, Expenses			7	YES
Wisconsin Department of Veterans' Affairs Bulletin	W		P	

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