

## **ORDINANCE NO. 19-03**

### **AN ORDINANCE ADOPTING RECORDS RETENTION SCHEDULES**

**WHEREAS**, the Common Council finds it to be in the public interest to ensure city records are retained in accordance with legal standards.

**NOW, THEREFORE**, the Common Council of the City of Platteville, Grant County, Wisconsin, do ordain as follows:

**SECTION 1.** The City of Platteville hereby adopts, by reference, the following record retention schedules:

1. Wisconsin Municipal Records Schedule approved by the State of Wisconsin Public Records Board on August 27, 2018.
2. Administrative and Related Records Schedule approved by the State of Wisconsin Public Records Board on August 23, 2010.
3. Budget and Related Records Schedule approved by the State of Wisconsin Public Records Board on May 14, 2012.
4. Facilities Management and Related Records Schedule approved by the State of Wisconsin Public Records Board on February 22, 2010.
5. Fleet and Aircraft Management Records Schedule approved by the State of Wisconsin Public Records Board on May 12, 2014.
6. Human Resources and Related Records Schedule approved by the State of Wisconsin Public Records Board on November 15, 2010.
7. Payroll and Related Records Schedule approved by the State of Wisconsin Public Records Board on August 22, 2011.
8. Purchasing and Procurement Records Schedule approved by the State of Wisconsin Public Records Board on November 11, 2013.
9. Risk Management and Related Records Schedule approved by the State of Wisconsin Public Records Board on February 25, 2013.
10. Wisconsin Public Libraries and Public Library Systems and Related Records Schedule approved by the State of Wisconsin Public Records Board on June 12, 2017.

**SECTION 2.** A copy of the records retention schedules listed in section 1 of this ordinance shall be kept on file in the City of Platteville Clerk's office located at 75 North Bonson Street, Platteville, WI and made available for public viewing during normal office hours.

**SECTION 3.** Subsection 3.33(i)3 of the Code of Ordinances is hereby amended to delete the listed records retention schedules and state the schedules listed in section 1 of this ordinance.

**SECTION 4.** All ordinances, or portions thereof, and resolutions, or portions thereof, in conflict with any portion of the records retention schedules listed in section 1 of this ordinance are hereby repealed. Any approved City of Platteville retention schedule, or portion thereof, for