

Chapter 4

Records Retention

- 4.01 Purpose
 - 4.02 Adoption of WPRB retention schedule for Counties
 - 4.03 Records Custodian
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- 4.01 Purpose. The purpose of this chapter is to establish a county-wide records retention schedule and authorize destruction of county records pursuant to that schedule on an annual basis. Record custodians do not have the authority to destroy records prior to the established retention period.
- 4.02 Adoption of WPRB retention schedule for Counties. The Kewaunee County Board of Supervisors does ordain that that it shall conform to any schedule for the retention of public records, which Wisconsin Public Records Board, now or hereafter, establishes or modifies.
- 4.03 Records Custodian. Unless otherwise designated in the schedule, the custodian is: 1) department head or their permitted designee; 2) an elected official or their permitted designee; and 3) for the county board and for any committees, commissions, boards or authorities created by ordinance or resolution of the county board, the county clerk.