



# MARATHON COUNTY EXECUTIVE COMMITTEE AGENDA

Date & Time of Meeting: **Thursday, September 12, 2024 at 3:00 p.m.**

Meeting Location: **Courthouse Assembly Room, Courthouse, 500 Forest Street, Wausau WI**

**Committee Members:** Kurt Gibbs, Chair; Chris Dickinson, Vice-Chair; Matt Bootz, Randy Fifrick, Brent Jacobson, Jacob Langenhahn, Stacey Morache, John Robinson, Al Drabek, Jennifer Aarrestad

**Marathon County Mission Statement:** Marathon County Government serves people by leading, coordinating, and providing county, regional, and statewide initiatives. It directly or in cooperation with other public and private partners provides services and creates opportunities that make Marathon County and the surrounding area a preferred place to live, work, visit, and do business. (Last updated: 12-20-05)

**Committee Mission Statement:** The Executive Committee of the Marathon County Board exists for the purpose of implementing the County Strategic Plan by coordinating policy formation among the Committees and providing leadership for all County Board policies through supervision of administrative staff.

Persons wishing to attend the meeting by phone may call into the **telephone conference beginning five (5) minutes prior to the start time indicated above using the following number:**

**Phone #: 1-408-418-9388      Access Code: 146 235 4571**

When you enter the telephone conference, **PLEASE PUT YOUR PHONE ON MUTE!**

The meeting will also be broadcast on Public Access or at <https://tinyurl.com/MarathonCountyBoard>

1. **Call Meeting to Order**
2. **Pledge of Allegiance**
3. **Public Comment (15 minutes)** *(Any person who wishes to address the committee during the "Public Comment" portion of meetings, must provide his or her name, address, and the topic he or she wishes to present to the Marathon County Clerk, or chair of the committee, no later than five minutes before the start of the meeting. All comments must be germane to the jurisdiction of the committee)*
4. **Approval of the Minutes from August 15, 2024 Executive Committee Meetings**
5. **Policy Issues and Potential Committee Determination**
  - A. Discussion regarding 2025 Annual Budget Development and policy recommendations from the committee, including Review of the Mandatory / Discretionary Program document and discussion of Rates and Fees
6. **Operational Functions Required by Statute, Ordinance, Resolution, or Policy**
  - A. Discussion and Possible Action by EXEC
  - B. Discussion and Possible Action by EXEC to Forward to County Board for Approval
    1. Amending Ordinance to Opt In to Wisconsin Public Records Board Retention Schedule
7. **Educational Presentations and Committee Discussion**
  - A. Marathon County Comprehensive Plan 2026 Update: Kick-Off of Update Process (CPZ)  
(Note: existing Comprehensive Plan can be viewed at: <https://www.marathoncounty.gov/home/showpublisheddocument/1764/638186449193100000>)
  - B. Discussion of Meeting Attendance
8. **Next Meeting Date & Time, Location, Announcements and Future Agenda Items:**
  - A. Committee members are asked to bring ideas for future discussion
  - B. Next meeting: Thursday, October 17, 2024 at 3:00 pm
9. **Adjournment**

\*Any person planning to attend this meeting who needs some type of special accommodation in order to participate should call the County Clerk's Office at 261-1500 or e-mail [countyclerk@co.marathon.wi.us](mailto:countyclerk@co.marathon.wi.us) one business day before the meeting

**SIGNED** Chair Kurt Gibbs  
Presiding Officer or Designee

EMAILED TO: \_\_\_\_\_  
EMAILED BY: \_\_\_\_\_  
DATE & TIME: \_\_\_\_\_

NOTICE POSTED AT COURTHOUSE  
BY: \_\_\_\_\_  
DATE & TIME: \_\_\_\_\_



# MARATHON COUNTY EXECUTIVE COMMITTEE AGENDA with MINUTES

Date & Time of Meeting: **Thursday, August 15, 2024 at 3:00 p.m.**

Meeting Location: **Courthouse Assembly Room, Courthouse, 500 Forest Street, Wausau WI**

Kurt Gibbs	Present
Chris Dickinson	Present
Jennifer Aarrestad	Present
Matt Bootz	Present (W)
Al Drabek	Present
Randy Fifrick	Present
Brent Jacobson	Present (W)
Jacob Langenhahn	Present (W)
Stacey Morache	Present
John Robinson	Present

Staff Present: Kelley Blume, Lance Leonhard, Mike Puerner, Laurie Miskimins, Gerry Klein

[Meeting Link](#)

1. **Call Meeting to Order**
2. **Pledge of Allegiance**
3. **Public Comment** - None
4. **Approval of the Minutes from July 18, 2024 Executive Committee Meeting (:35)** – Motion by Drabek, Second by Dickinson to approve the minutes as presented. Motion carried on a voice vote unanimously.
5. **Policy Issues and Potential Committee Determination**
  - A. Discussion regarding 2025 Annual Budget Development and policy recommendations from the committee, including Review of the Mandatory / Discretionary Program document and discussion of Rates and Fees (1:20)
6. **Operational Functions Required by Statute, Ordinance, Resolution, or Policy**
  - A. Discussion and Possible Action by EXEC
    1. Discussion regarding moving the September 23 County Board meeting due to WCA Conference (2:04)
  - B. Discussion and Possible Action by EXEC to Forward to County Board for Approval
    1. Final Resolution Regarding Unconditional County Guaranty of its Pro Rata Share, Intergovernmental Agreement, and Taxable Revenue Bond Financing for Bug Tussel 2, LLC Project (8:00) – Motion by Robinson, Second by Drabek to approve the resolution and forward to the full board. Motion carried on a voice vote, but was not unanimous.
7. **Educational Presentations and Committee Discussion**
  - A. Discussion of Potential Educational Items for the Full Board
  - B. Review of 2024 2<sup>nd</sup> Quarter Budget to Actual Reports for Departments of Oversight (1:09)
8. **Next Meeting Date & Time, Location, Announcements and Future Agenda Items:**
  - A. Committee members are asked to bring ideas for future discussion
  - B. Next meeting: Thursday, September 12, 2024 at 3:00 pm
9. **Adjournment** – Motion by Jacobson, Second by Dickinson to adjourn. Motion carried on a voice vote unanimously. Meeting adjourned at 4:15 p.m.

Minutes prepared by Kim Trueblood, County Clerk



# MANDATED SERVICES REVIEW – 2025 Budget Prep

## TABLE OF CONTENTS

Clerk of Court	3
Medical Examiner	5
District Attorney	6
Corporation Counsel	8
Administration	10
County Clerk	13
Human Resources	15
City-County Information Technology	17
Finance	18
County Treasurer	19
Facilities & Capital Management	21
Register of Deeds	23
Health Department	24
Social Services	27
Sheriff's Office	30
Highway	32
Emergency Management	34
Conservation, Planning & Zoning	36
Parks, Recreation & Forestry	40
UW-Madison, Division of Extension	41
Veterans Service Office	42
Central Wisconsin Airport	43
Library	44
Aging & Disability Resource Center of Central Wisconsin	45
North Central Health Care Center	46
Solid Waste	49

Service Area	Mandated (Yes/No)	Statutory Authority
Specific Staffing Levels within Departments	No, generally.	<p>Wis. Stat. § 59.22, provides that “the board <b><i>may</i></b> . . . establish the number of employees in any department or office including deputies to elective officers.”</p> <p>Annually, within the budget, the Board of Supervisors is presented with the full-time equivalent summary by department.</p>

<b>CLERK OF COURT</b>		
<b>Service</b>	<b>Mandated (Yes/No)</b>	<b>Statutory Authority</b>
Case filing/docket/minutes	Yes	Wis. Stat. § 59.40(2) & 799.10 and Supreme Court Rules
Judgment & lien docket	Yes	Wis. Stat. § 59.40(2) & Ch. 779 and 806 and Supreme Court Rules
Collect payments & filing fees	Yes	Wis. Stat. § 59.40(2), 799.25 & Ch. 814 and Supreme Court Rules
Jury management	Yes	Wis. Stat. § 59.40(2) & Ch. 756 and Supreme Court Rules
Appeals	Yes	Wis. Stat. Ch. 808 and Supreme Court Rules
Appoint and revoke deputy clerks	Yes	Wis. Stat. § 59.40(1)(a) and Supreme Court Rules
Provide public with information regarding the Circuit Court's small claims system	Yes	Wis. Stat. § 799.09 and Supreme Court Rules
Retention and Maintenance of Court Records	Yes	Supreme Court Rule 72
<b>PROBATE and JUVENILE SPECIFIC</b>		
Register in Probate can act as the Clerk of Juvenile Court	Yes	Wis. Stat. § 851.72(7), § 48.04
Case file management, docket, keep minutes: probate files	Yes	Wis. Stat. § 851.72; Chps 851-879
Case file management, docket, keep minutes: emergency detention, guardianship, and juvenile files	Yes	Wis. Stat. Ch. 51, 53-55, Ch. 48 & 938
Collect filing and other fees	Yes	Wis. Stat. § 814.66
Appeals	Yes	Wis. Stat. Ch. 808
<b>MISCELLANEOUS</b>		

Counties have circuit court judges and court commissioners; all perform statutory / constitutionally mandated circuit court functions.	Yes	Wis. Stat. Chps. 753, 757; Supreme Court Rules
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<p>Additional information:</p> <ul style="list-style-type: none"> <li>- § 753.30 enumerates the Clerk of Circuit Court powers.</li> <li>- Additional information: Other statutory duties include: procuring, scheduling and paying interpreters; witnesses; marking, storing and retention of exhibits and mandatory reporting to the State for: interpreter reimbursement, juvenile legal fees, US Attorney billings, unclaimed funds, jury evaluation report and annual report of costs.</li> <li>- The positions of Clerk of Circuit Court and one deputy are mandated.</li> <li>- Court Mediation Programming – as part of the 2020 Annual Budget, the Board of Supervisors provided funding for a mediation program via Wisconsin Judicare. Additional information on the program is available here <a href="https://www.marathoncounty.gov/home/showpublisheddocument/10848/638372899066100000">https://www.marathoncounty.gov/home/showpublisheddocument/10848/638372899066100000</a></li> </ul>
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**MEDICAL EXAMINER**

<b>Service</b>	<b>Mandated (Yes/No)</b>	<b>Statutory Authority</b>
Reporting Death	Yes	Wis. Stats. § 979.01 Wis. Adm. Code DHS 135.09
Determine cause and manner of death, death certificate signing	Yes	Wis. Stats. § 59.34, 69.18, 979.03 Wis. Adm. Code DHS 135.09
Issue cremation and disinterment permits.	Yes	Wis. Stat. § 59.34, 69.18(4) Wis. Adm. Code DHS 135.09
Subpoena documents	Yes	Wis. Stat. § 979.015
Burial of bodies (homeless or no one claims body)	Yes	Wis. Stat. § 979.09
Reporting deaths of public health concerns	Yes	Wis. Stat. § 979.012
Order autopsy	Yes	Wis. Stat. § 979.02, 025, 03
Reporting deaths of public health concern	Yes	WIS 979.012
Autopsy of correctional inmate	Yes	979.025
Autopsy for SIDS	Yes	979.03
Inquests	Yes	979.05
Death Review Team (e.g., Suicide, Overdose) participation and leadership, Community & Partner training and consultation	No	
Mass Fatality Planning and HERC participation	No	
Family grief support program and services	No	

**Additional information:**

- Counties may operate under a Coroner (elected) or Medical Examiner (appointed) system. In addition to those outlined above, applicable statutes include §§ 59.34 and .38.
- Upon adoption of a professionally-led (i.e., by a forensic pathologist) office, additional services will be directly performed. This list will be update as part of the 2026 budget development process, based on the transition.

<b>DISTRICT ATTORNEY/VICTIM WITNESS</b>		
<b>Service</b>	<b>Mandated (Yes/No)</b>	<b>Statutory Authority</b>
Prosecution of Crimes – (all aspects, including related procedures such as John Doe, Inquests)	Yes	Wis. Stat. Chs. 950, 967, 978.05(3)
Diversion Activities	No	
Treatment Court participation	No	
Summer Internship Program	No	
Community Partner Education (e.g., presentations to local schools on consent, sexting, etc.)	No	
<b>VICTIM WITNESS ACTIVITIES</b>		
County is responsible for providing services to victims and witnesses	Yes	Wis. Stat. § 950.055 <u>Wisconsin Constitution</u> <u>Art I Sec 9m</u>
Assistance to Victims and Witnesses of Adult and Juvenile Criminal Acts as Listed in Basic Bill of Rights for Crime Victims	Yes	Wis. Stat. § 950.04 <u>Wisconsin Constitution</u> <u>Art I Sec 9m</u>
Court Notification	Yes	Wis. Stat. § 950.04 <u>Wisconsin Constitution</u> <u>Art I Sec 9m</u>
Escort and Court Support	Yes	Wis. Stat. § 950.04



Employee Intercession	Yes	Wis. Stat. § 950.04
Restitution Information	Yes	Wis. Stat. § 950.04
Victim Impact Statements	Yes	Wis. Stat. § 950.04 <u>Wisconsin Constitution</u> <u>Art I Sec 9m</u>
Appropriate Referrals	Yes	Wis. Stat. § 950.04
Property Return and Parole Eligibility Notification	Yes	Wis. Stat. § 950.04 <u>Wisconsin Constitution</u> <u>Art I Sec 9m</u>
<p>Additional information:</p> <ul style="list-style-type: none"> <li>- District Attorney (state prosecutor) responsibilities are provided in chapter 978, which clarifies that the intergovernmental cooperation envisioned by the statutes does not “limit[ ] the authority of counties to regulate the hiring, employment and supervision or county employees.”</li> <li>- Electronic records retention management is an area of increasing concern given the significant storage costs associated with the volume of records generated during the investigation and prosecution process.</li> <li>- Victim Rights are governed by Wis. Stat. § 950.04(1v); Witness rights are governed by Wis. Stat. § 950.04(2w). <a href="#">Wisconsin Constitution Art I Sec 9m</a></li> <li>- § 950.07 requires intergovernmental cooperation between the county board, district attorney, local law enforcement agencies, social services agencies, victim witness offices and courts to ensure statutes regarding victims and witnesses are complied with.</li> </ul>		

<b>CORPORATION COUNSEL</b>		
<b>Service</b>	<b>Mandated (Yes/No)</b>	<b>Statutory Authority</b>
Prosecution of Mental Commitment Proceedings	Yes	Wis. Stat. § 51.20(4)
Prosecution of Guardianship and Protective Placement Proceedings	Yes	Wis. Stat. § 55.02(3)
Legal Advice to County Officials, Committees, Boards and Commissions	Yes	Wis. Stat. § 59.42(1)(c); 19.59(5)
Advise and Assists Treasurer with Foreclosures/Tax Liens	No	Wis. Stat. § 59.42(1)(c)
Prosecution of Zoning Codes / Septic System Violations / Human Health Hazards / misc. enforcement	Yes	Wis. Stat. § 59.42(1)(c); 59.69; 254.59; 173.23; 173.24; various ordinances
Represent the County in Civil Actions	Yes	Wis. Stat. § 59.42(1)(c)
Preparation of Documents for Court Action	Yes	Wis. Stat. § 59.42(1)(c)
Review/Preparation of Contracts, Agreements & Leases	No	Wis. Stat. § 59.42(1)(c)
Establishes Paternity, Enforce Child Support Collections and Represent Child Support Agency in Court Proceedings	Yes	Wis. Stat. § 49.22(7) and 59.53(5), (6) & Title IV-D of Federal Social Security Act
Prosecute Child Protection Actions, including minor guardianships	Yes (County is mandated to perform)	Wis. Stat. § 48.095 requires designation of Corporation Counsel or District Attorney,

		Marathon County has designated Corporation Counsel
Represent Interests of the Public in Termination of Parental Rights Proceedings	Yes	Wis. Stat. § 48.09
Property Insurance Administration and Claims Management	Yes*	Local governments are required to respond to claims; however, insurance is discretionary as provided in § 59.52(11)
Liability Insurance Administration & Claims Management	No	Local governments are required to respond to claims; however, insurance is discretionary as provided in § 59.52(11)

Additional information:

- § 59.42 provides that the Board **may** appoint a corporation counsel. When authorized by the Board, in a county administrator led county, the County Administrator shall have the authority to appoint and supervise the position. If a County Board does not authorize the creation of the position, the board is responsible for designating an attorney to perform the duties provided by law.
- Property Insurance Administration and Claims Management and Liability Insurance Administration & Claims Management were transferred from Human Resources to Corporation Counsel in 2023/2024.

<b>COUNTY ADMINISTRATOR</b>		
<b>Service</b>	<b>Mandated (Yes/No)</b>	<b>Statutory Authority</b>
Coordinate all functions not vested by law in boards or commissions	Yes*	Wis. Stat. §59.18(2)(a)
Chief Administrative Officer	Yes*	Wis. Stat. § 59.18(2)
Ensure observation, enforcement, and administration of all state and federal laws and local ordinances	Yes*	Wis. Stat. § 59.18(2)
Assist Board in Long-Range (Strategic Planning)	No	
Annual Budget	Yes*	Wis. Stat. §59.18(5)
Annual Workplan	No*	Submission of a workplan is required by existing board rules.
Assist Committee Chairs Committee Agenda development	No	
Participate in Economic Development bodies (e.g.,	No	Wis. Stat. § 59.57, provides the board <b>may</b>

Chamber of Commerce, MCDEVCO)		appropriate money for limited activities.
Appoint Members of Boards and Commissions	Yes*	Wis. Stat. § 59.18(2)(c)
Appoint and Supervise Department Heads	Yes*	Wis. Stat. § 59.18(2)(b)
Conduct Performance Evaluations	No	
Public Communications Oversight and Coordination	No	
Service on Intergovernmental organizations of which Marathon County is a founder/member	No*	Participation on NCHC bodies (Executive & Board) and CCITC Board is mandated by respective intergovernmental agreements approved by County Board
Internal Communications Oversight and Coordination	No	
Performance Data – generation, oversight, reporting, and response coordination	No	
<b>JUSTICE SYSTEMS</b>		
Criminal Justice Collaborating Council staffing support and leadership	No	
Case Management & Treatment Services Program (coordination and oversight in collaboration with courts)	No	
Diversion Programs (coordination and contract management)	No	

Treatment courts and Supportive Services (coordination and oversight in collaboration with courts) (e.g., Community Service program, Driving with Care, Domestic Violence SAFE, Risk Assessment, etc.)	No	
Pretrial Assessment and Supervision	No	

Additional information:

\*The County Administrator is not a county-mandated position. There are alternate forms of governance that may be utilized by counties, such as an Administrative Coordinator or County Executive. Marathon County has opted for an Administrator form of governance. Therefore, the County Administrator is required to comply with the requirements of Wis. Stat. § 59.18.

<b>COUNTY CLERK</b>		
<b>Service</b>	<b>Mandated (Yes/No)</b>	<b>Statutory Authority</b>
Administer and oversee all County, State and National elections in conjunction with local municipal clerks.	Yes	Wis. Stat. § 5.05(14), 7.10 Chapters 5 - 12
Provides voter registration services for Marathon County municipalities (requires necessary technology and training)	Yes	Wis. Stat. § 6.28
Record and maintain all County Board proceedings and coding of adopted resolutions and ordinances; county administration; planning and zoning authority; claims against the County	Yes	Wis. Stat. § 59.23(2)
Process marriage licenses and issue marriage certificates	Yes	Wis. Stat. § 765.05, 765.15, 765.12
Issue domestic partnership terminations	Yes	Wis. Stat. § 770.07(2)
Maintain dog license records; process dog damage claims and issue dog tags to local treasurers	Yes	Wis. Stat. § 174.07(1)(c), 174.07(2)(b), 174.11(2)(b)

Issue Permits for Timber Harvest of Raw Forest Products	Yes	Wis. Stat. § 26.03
File Probate Claim Notices	Yes	Wis. Stat. § 859.07(2)
Legal custodian of the County's Code of Ordinances	Yes	Wis. Stat. § 66.0103
Tax Deeds – coordinate sales, notices	Yes	Wis. Stat. Chapters 75 – 77
Resignations, Vacancies, and Removals from Office	Yes	Wis. Stat. § 17.01(5), 17.01(13)(b)
Oaths and Bonds, Public Records and Property	Yes	Wis. Stats. § 19.21(1)
Publication of Legal Notices	Yes	Wis. Stats. Chapter 985
Prepare and maintain annual budget for County Board and Assembly Room	No	
Compile official County Directory which includes County Departments and staff, County Board Supervisors and Committees, Federal, State, and local officials	Yes/No	Municipal Officers to provide to clerk (responsible to send to Secretary of State) per Wis. Stat. § 59.23(2)(s)
Serve as agent for the U.S. Department of State in processing passport applications	No	Wis. Stat. § 69.30(2m) allows either a County Clerk or Clerk of Court to copy certified copies of birth certificates for the purpose of processing passport applications
Provide internal and public notary services	No	
Issue Direct Seller Permits	No	Issuance of direct seller permits is governed by Section 12.05 of Marathon County's General Code, which places the Clerk in charge of issuance.
Process in and outgoing mail, maintain postage meter	No	



Additional information:

- § 59.23 provides that the positions of County Clerk and one deputy are mandated, as well as an annual salary for the Clerk. Deputy salary is nonmandated, as well as assistants to the Clerk. If, however, an assistant(s) is/are authorized by the Board, the State mandates the provision of a salary.

**HUMAN RESOURCES**

<b>Service</b>	<b>Mandated (Yes/No)</b>	<b>Statutory Authority</b>
Collective Bargaining and Labor Negotiations Administration*	Yes*	Wis. Stat. § 111.70
Coordination of Recruitment and selection of employees to comply with applicable federal and state requirements.	Yes*	See e.g. Wis. Stat. §§ 111.322, 111.33, 111.335, 111.36
Coordination and administration of employee benefits, such as: Health Insurance plan, Wellness Program and Initiatives, Open Enrollment,	No	Insurance is discretionary as provided in § 59.52(11)
Coordination and management of all applicable health insurance laws and notification requirements (HIPAA, COBRA)	Yes*	26 CFR § 54.4980B
Advise Department Heads, Division Managers, and Program Supervisors on human resources issues	No	
Employee Safety and Health & Loss Control	Yes* (level of service)	Local governments are required to respond to claims; however, insurance is discretionary as provided in § 59.52(11); see

		<i>also</i> Wis. Stat. § 101.055; Wis. Admin. Code Chapters SPS 361, 362
Job classification system management	No, but 59.52(10)	§ 59.52(10) requires salaries to be paid.
Performance Review Management	No	
Administer applicable programs (e.g., ADA, EAP, FMLA, Civil Rights Compliance and Equal Opportunity) in accordance with state and federal laws	Yes*	42 U.S.C. §§ 12101 - 12213; 14 CFR § 120.115; 29 CFR Part 825; 42 U.S.C. § 2000e; 29 U.S.C. § 206(d); 29 U.S.C. § 621; 42 U.S.C. § 1981
Custodian of personnel records*	Yes	Wis. Stat. § 19.21
Training of employees	Yes/No	State and Federal laws do have specific training (initial/ongoing) requirements for various positions; however, general employee training and development is not mandated.
IDEAS Academy training delivery and coordination (continuous improvement)	No	

Additional information:

\* The requirements set forth in federal and state law pertaining to the human resource functions are not statutory requirements of the Human Resources Department, but rather counties in general. In Marathon County, Human Resources performs these functions.

<b>CITY-COUNTY INFORMATION TECHNOLOGY</b>		
<b>Service</b>	<b>Mandated (Yes/No)</b>	<b>Statutory Authority</b>
Hardware and Software procurement coordination and management	No	
Network Administration and Management (including Information Security and WCAN)	No	
Provide records retention for electronic data and communications	Yes	Wis. Stat. § 19.21
Provide and maintain telephone system for County	No	
Technical Support for public website	No	
Software training	No	
Helpdesk and PC Support	No	
Broadband Taskforce Support	No	

Additional information:

- The Intergovernmental Agreement creating CCITC provides that members' respective budgetary allocations for technology support are determined by the CCITC Board.

**FINANCE**

Service	Mandated (Yes/No)	Statutory Authority
Accounting*	Yes*	Wis. Stat. § 59.61
Payroll*	Yes*	Wis. Stat. § 59.52(10)
Financial Reporting*	Yes*	Wis. Stat. §§ 59.61 & 59.65
Accounts Payable*	Yes*	Wis. Stat. § 59.61
Auditing*	Yes*	Wis. Stat. § 59.47(2)
Assist with CIP and Operating Budget Preparation, Submittal and Ongoing monitoring*	Yes*	Wis. Stat. § 59.60(4)(a)-(c)
ERP System Technical Support	No	
Investment Policy management	No	Wis. Stat. § 66.0603 (1m)
Period End Bank Reconciliation	No	
Director serves as Tax Increment Financing Review Board representative for County	Yes/No	§ 66.1105 requires a county representative; however, it is not required to be the Finance Director.

Additional information: The requirements set forth in Wis. Stat. Ch. 59 pertaining to the Finance Department are not statutory requirements of the Finance Department, but rather counties in general. Marathon County has chosen to deliver these services through a Finance Department; however, the Department itself is not statutorily mandated.

<b>TREASURER</b>		
<b>Service</b>	<b>Mandated (Yes/No)</b>	<b>Statutory Authority</b>
Collection of property tax, including: payment of taxes, settlement of taxes, adjustment of taxes, collection of delinquent taxes, issuance of tax certificates, and management of tax software	Yes	Wis. Stat. 59.25(3) & 74.07
Delinquent Tax Parcel Payment Agreement program	No	
Maintenance of ownership and description of all real property parcels in the county. Coordination of real property parcel information in the county for use by municipal clerks and treasurers, county offices, title and mortgage companies, district assessors, and the public. Coordination between county and taxation districts for assessment and taxation purposes, including coordination of computer services for same. Preparation and printing of tax bills, tax rolls and assessment rolls for all municipalities. *	Yes	Wis. Stat. 59.72, 70.09 & 74
Receipt all county monies	Yes	Wis. Stat. 59.25(3)
Disbursement of all county payments	Yes	Wis. Stat. 59.25(3)
Implementation of tax deed and/or foreclosures	Yes	Wis. Stat. 75
Administrative duties, such as receipt of all forms	Yes	Wis. Stat. 59.25(3), 59.52(4) & 59.66
Management of unclaimed funds including receipt of monies and publication	Yes	Wis. Stat. 59.66

Banking and internal revenue processing	Yes	Wis. Stat. 59.25(3)
Completion of tax roll	Yes	Wis. Stat. 59.25(3)(e)
Management of lottery credit program including settlement preparation and payments	Yes	Wis. Stat. 79.10(5)-(11) Wis. Adm. Code Ch. 20

Additional Information: \*These duties are referenced within § 70.09, as duties that may be delegated to a Real Property Lister (RPL). The RPL position (together with a Geographical Information System position) is housed within the Conservation, Planning & Zoning (CPZ) Department and is coordinating the above-mentioned activities. Similarly, the CPZ Department is sharing is now completing much of the tax roll preparation, balancing, and printing processes. Because these processes are foundational to the issuance of tax bills, the County Treasurer’s Office continues to work very closely with CPZ and the Land Information Council. The Treasure remains responsible for items expressly referenced in § 59.25 of the Wisconsin Statutes.

<b>Facilities &amp; Capital Management Department</b>		
<b>Service</b>	<b>Mandated (Yes/No)</b>	<b>Statutory Authority</b>
Day-to-Day Maintenance of County Buildings	Yes*	Wis. Stat. § 101.11
Emergency On-Call program	Yes*	Wis. Stat. § 101.11
Day-to-Day Custodial Services of County Buildings (including garbage contract management)	No*	
Capital Improvement Program – Administration (develop all architecture, design, and engineering bids, RFPs, and contracts in accordance with state law and ordinance)	Yes/No	§ 59.52(29) provides for specific processes for public works. Local ordinance sets additional procurement procedures.
Capital Improvement Program – Development	No	
Capital Improvement Program – Implementation & Project Management Oversight	No	
Issuance of Keys and ID Badges	No	County Policy
Oversee Specific Equipment Certification & Inspection Program (Fire, Boiler, Sprinkler, Elevator, etc.)	Yes	Wis. Admin. Code Chapters SPS 364, 365

HVAC Services (Controls Building Automation & HVAC)*	No	
Maintain Department Records Retention*	Yes	Chapter 19 of State Statutes
Pest Control Program	No	
Inter-Office Courier Service	No	
Lake View Drive Campus parking lot and grounds maintenance	Yes	Wis. Stat. § 101.11
Conference Room Reservation and Management	No	
<p>Additional information:</p> <p>Specific services levels regarding facility condition and repair are not frequently mandated: however, absent properly maintained facilities, other departments would be unable to deliver their mandated services. A number of areas have significant health &amp; safety requirements relative to facilities (most notably the North Central Health Care Center campus and our jail and secure detention). In the absence of specific regulation, Wisconsin's "safe place statute" would require reasonable care.</p>		



<b>REGISTER OF DEEDS</b>		
<b>Service</b>	<b>Mandated (Yes/No)</b>	<b>Statutory Authority</b>
Real Property Program - Record or file, index, maintain and provide access to all real estate documents and all other documents authorized by law to be recorded.	Yes	Wis. Stat. § 59.43(a)
Collect appropriate recording fees.	Yes	Wis. Stat. § 59.43(2)(d)
Record all financing statements pertaining to realty-related collateral and related records.	Yes	Wis. Stat. § 409.501-409.521 & 59.43(1)(L)
Submit report to state on portion of recording fees collected for the state land information program.	Yes	Wis. Stat. § 59.72(5)
Collect appropriate real estate transfer fees on all conveyance documents recorded.	Yes	Wis. Stat. § 77.22
Vital Records Program - Register, index, maintain and provide access to all marriages, deaths, births, and domestic partnership occurring in the county as authorized by law.	Yes	Wis. Stat. § 69.05 & 59.43(1)(h)
Record, index, maintain and provide access to military discharges.	Yes	Wis. Stat. § 59.535(1)
Constituent Assistance – Termination of Interest form completion	No	
Perform notarial acts as requested	No	
Genealogy and general constituent assistance	No	

Additional information:

<b>HEALTH DEPARTMENT</b>		
<b>Service</b>	<b>Mandated (Yes/No)</b>	<b>Statutory Authority</b>
Local Health Department	Yes	Wis. Stat. § 251.02(1) (see below)
Prenatal Home Visiting Programming: Nurse Family Partnership and Prenatal Care Coordination. Programs support expected outcomes in the Community Health Improvement Plan.	No	
Restaurant and Licensure Activities:	No	<p>Level III Health Department Requirement: Can be performed by the state, however, there is an associated cost and inspections may not happen on a yearly basis.</p> <p>The State prefers local municipalities provide this program as they can provide a more efficient service.</p> <p>Our health department level would need to be adjusted to a level II to cease this service</p>
Water Testing Lab	No	Supported by fees and can be performed by local or state resources, however, drawbacks may be cost and timely response.
Children and Youth with Special Health Care Needs (CYSHCN)	No	Fully grant funded program that assists families with resources for special health care needs.

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Additional information: the following is a summary of focus areas of public health departments:

Community Health Improvement Plan and the Community Health Assessment; communicable disease surveillance, investigation, and control; maternal child health, environmental health, chronic disease, and injuries; and birth to three.

Wis. Stat. § 251.02(1) indicates in counties with a population of less than 500,000, unless a county board establishes a city-county health department under sub. (1m) jointly with the governing body of a city or establishes a multiple county health department under sub. (3) in conjunction with another county, the county board shall establish a single county health department, which shall meet the requirements of this chapter. The county health department shall serve all areas of the county that are not served by a city health department that was established prior to January 1, 1994, by a town or village health department established under sub. (3m), or by a multiple municipal local health department established under sub. (3r) or by a city-city health department established under sub. (3t). No governing body of a city may establish a city health department after January 1, 1994.

Wis. Stat. § 250.03 (1) (L) provides that the department (the state) shall perform or facilitate the performance of all of the following services and functions:

1. Monitor the health status of populations to identify and solve community health problems.
2. Investigate and diagnose community health problems and health hazards.
3. Inform and educate individuals about health issues.
4. Mobilize public and private sector collaboration and action to identify and solve health problems.
5. Develop policies, plans, and programs that support individual and community health efforts.
6. Enforce statutes and rules that protect health and ensure safety.
7. Link individuals to needed personal health services.
8. Assure a competent public health workforce.
9. Evaluate effectiveness, accessibility, and quality of personal and population-based health services.
10. Provide research to develop insights into and innovative solutions for health problems.

State DHS facilitates the performance of these services through the delivery of services/programs by Marathon County Health Department. The state conducts

periodic reviews to ensure compliance. The public health department also meets the requirements of Wisconsin State Statutes, chapter 250-255.

Required services of local health departments are further explained by Chapter DHS 140, which lists the requirements for the level of health department.

Level I health departments must provide the following:

- Surveillance and investigation of local health issues
- Communicable disease control including education, monitoring, and prevention
- Chronic disease prevention
- Human health hazard control
- Policy and planning support
- Leadership and organizational competency regarding health issues to local partners and stakeholders
- Public Health nursing services

Level II health departments must comply with the requirements for a level I while also providing:

- Support and leadership to address community needs
- Evaluating health services
- Annual performance evaluations
- Quality Improvement activities

Level III health departments must comply with the requirements for a level I, II and III, which also includes:

- Data collection
- Providing public health expertise to local government stakeholders
- Identify and address population health issues
- Establish and implement an environmental health program
- Quality Improvement activities on individual and department levels
- Evaluation of collaborative efforts to assess, develop services

For the full list, please see DHS Chapter 140. Marathon County Health Department is a Level III Department.

<b>SOCIAL SERVICES</b>		
<b>Service</b>	<b>Mandated (Yes/No)</b>	<b>Statutory Authority</b>
<b>Child Welfare Division</b>		
Children's Services and Youth Justice Services	Yes	Wis. Stat. Ch. 48 & 938
Child Welfare Services	Yes	Wis. Stat. § 48.56
Powers and Duties of County Departments	Yes	Wis. Stat. §§ 48.57 & 938.57
Children's Community Options Program	Yes	Wis. Stat. § 46.272
<b>Economic Support Division</b>		
Wisconsin Shares – Child Care Subsidy	No	Wis. Stat. § 49.155
Income Maintenance Administration – Medical Assistance	Yes	Wis. Stat. § 49.45
Income Maintenance Administration – Food Share	Yes	Wis. Stat. § 49.79
Fraud Investigations and Error Reduction	Yes	Wis. Stat. § 49.845
<b>Child Support Division</b>		
Administration of the child and spousal support program	Yes	Wis. Stats. § 49.22 & Title IV-D of Federal Social Security Act
Establish paternity & enforce child support collections	Yes	Wis. Stats. § 59.53(5) & Title IV-D of Federal Social Security Act
Establish & enforce medical support liability programs	Yes	Wis. Stats. § 59.53(5) & Title IV-D of Federal Social Security Act
ELEVATE work program - This program is an innovative, grant funded, employment success program for child support participants. Our Agency coordinates services with local resources.	No	
The Children First Grant - developed to provide employment and job search services for noncustodial parents (NCPs)	No	Wis. Stats. §49.36 and §767.55

who are not paying child support due to being unemployed or underemployed.		
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Additional information:

Child Welfare Division

Summary of services provided in Children Services includes: child protection access, assessment and ongoing services, including services provided through community response; youth justice intake and ongoing services; emergency on-call services; Coordinated Family Services (CFS), Children’s Long Term Support (CLTS) waivers, Family Centered Treatment (FCT), Comprehensive Community Services (CCS) and assessment/referral. As well as stepparent adoptions, day care certifications, foster parent licensing, independent living services and purchased services (foster care, short term shelter care, kinship care, group home, residential care, corrections, secure custody, etc..).

Wis. Stat. Ch. 48 is the Children’s Code and Wis. Stat. Ch. 938 is the Juvenile Justice Code.

Wis. Stat. § 48.56 requires each county having a population of less than 500,000 shall provide child welfare services through its county department. Each county department shall employ personnel who devote all or part of their time to child welfare services. Whenever possible, these personnel shall be social workers certified under Ch. 457.

Wis. Stat. § 48.57 (1) indicates that each county department shall administer and expend such amounts as may be necessary out of any moneys which may be appropriated for child welfare purposes by the county board of supervisors or by the legislature, which may be donated by individuals or private organizations or which may be otherwise provided.

Wis. Stat. § 938.57(1) indicates that each county department shall administer and expend such amounts as may be necessary out of any moneys which may be appropriated for juvenile welfare purposes by the county board of supervisors or donated by individuals or private organizations.

Wis. Stat. § 51.437 indicates that the county board of supervisors has the primary governmental responsibility for the well-being of those developmentally disabled citizens residing within its county and the families of the developmentally disabled insofar as the usual resultant family stresses bear on the well-being of the developmentally disabled citizen. This primary governmental responsibility is limited to the programs, services and resources that the county board of supervisors is

reasonably able to provide within the limits of available state and federal funds and of county funds required to be appropriated to match state funds.

Wis. Stat. § 46.272 governs the Children's Community Options Program. This statutory section requires the department to establish a children's community options program with the main purpose of providing a coordinated approach to supporting families who have a child with a disability. Individual counties must determine what shall be done to meet these responsibilities in a way that adequately complies with the law. The burden of demonstrating that those responsibilities have been met to an adequate degree falls upon the county. The services, therefore, are not identical in each county even though the same basic mandate exists.

Children's Long-Term Support (CLTS) waivers provide the county access to State and Federal funding to serve the health and safety needs of children in the County. In many instances, these health and safety needs would otherwise be funded solely through local tax levy funding.

#### Income Maintenance Division

Wis. Stat. § 16.27 (4) indicates that a household may apply after September 30 and before May 16 of any year for heating assistance from the county department under s. 46.215 (1) (n) or 46.22 (1) (b) 4m. a. to e. or from another local governmental agency or a private nonprofit organization. Funding received for this program is budgeted to cover direct operational costs.

Wis. Stat. § 49.155 (3) the county department or agency with which the department contracts under sub. (1m) to determine eligibility in a particular geographic region or for a particular Indian tribal unit shall administer child care assistance in that geographic region or for that tribal unit. Funding received for this program is budgeted to cover direct operational costs.

Wis. Stat. Ch. 49-Income Maintenance Administration. We are part of a 4 county consortium that administers medical assistance and FoodShare. The county opted to be part of this consortium, but could decide not to provide direct administration of these programs and services; however, the county would still be required to contribute local funding (tax levy) to the consortium for direct operational costs. Administration of child care assistance, as well as, program integrity, fraud and overpayment recovery efforts are also consolidated within the 10 county consortium to further increase accuracy, consistency and efficiency in the administration of these public benefits

<b>SHERIFF'S OFFICE</b>		
<b>Service</b>	<b>Mandated (Yes/No)</b>	<b>Statutory Authority</b>
<b>JAIL</b>		
Electronic Monitoring	No	Wis. Stat. § 303.80
Medical/Mental Health/Dental	Yes	Wis. Stat. § 302.38, DOC 350.09, 350.18, 350.19, 350.20
Food Service	Yes	Wis. Stat. § 302.37, DOC 350.09(6)
Laundry/Sanitation/Inmate uniforms/property bags/mattresses	Yes	Wis. Stat. § 302.37, DOC 350.08
Canteen	Yes	DOC § 350.27
Recreation	Yes	DOC § 350.25
Chaplain and Religious programming	Yes	Wis. Stat. § 302.24, 302.39
Instructional aids – Reading materials	Yes	DOC § 350.26
Education and Programming (juvenile)	Yes	Wis. Stat. § 302.365(1)(a)(3) and 346
Education and Programming (adult)	No	
<b>PATROL</b>		
Patrol General Operations	Yes	Wis. Stat. § 59.28(1), 349.02
Water patrol – DNR reimbursed	No	Wis. Stat. § 59.27(11)
Snowmobile patrol – DNR reimbursed	No	Wis. Stat. § 29.921
Recreation & Auxiliary deputies	No	
Crash Investigation & Reconstruction	No	
Dive Team	Yes	Wis. Stat. § 59.27(11)
Bomb Team	No	
Canine Unit	No	
Crisis Negotiations	No	
SWAT	No	
Mobile Field Force Team	No	
Crisis Assessment Response Team	No	
Town of Rib Mountain contract	No	



<b>INVESTIGATIONS</b>		
Drug Unit (Grant & Asset Forfeiture Program)	No	
Evidence & Property Management	Yes	Wis. Stat. § 177.13, 968.18, 968.19, 968.20
Civil process (writs, Sheriff Sales, etc.)	Yes	Wis. Stat. § 59.27(4), (5), (9), (12)
<b>ADMINISTRATION</b>		
Annual In-service Training Program management	No	But, see § 165 for training requirements and monitoring
Court house security	Yes	Wis. Stat. § 59.27(3)
Transport	Yes	Wis. Stat. § 59.27(3)
State & Federal Reporting (NIBRS/UCR), Fingerprints, DNA	Yes	Wis. Stat. § 83.013(1); DOC 165, etc.
Records Management & Requests (including Warrants, injunctions, etc).	Yes	Wis. Stat. § 19.35, Wis. Stat. § 83.013(1); 59.27(4), (5), and (9).
<b>COMMUNICATIONS</b>		
Operate, manage and maintain a Countywide Public Safety Radio Communications System	No	§ 59.54(3), the Board <b>may</b> appropriate money for . . .
Emergency Fire / EMS / law enforcement dispatch communications	No	Wis. Stat. § 256.35(2)
Non-Emergency Fire / EMS / law enforcement dispatch communication	No	Wis. Stat. § 256.35(2)
TIME system operation	Yes	Wis. Stat. § 59.54(9)

Additional information:
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<b>HIGHWAY DEPARTMENT</b>		
<b>Service</b>	<b>Mandated (Yes/No)</b>	<b>Statutory Authority</b>
<b>ADMINISTRATION &amp; ENGINEERING</b>		
Administer County-Aid Bridge Program for Towns within the County	Yes	Wis. Stat. § 82.08
Administer LRIP Program for Local Units of Government	Yes	Wis. Stat. § 86.31(6), TRANS 206
Internal Service Fund Operations -Town Road Maintenance/Construction	Yes	Wis. Stat. §§ 83.01, 83.018 & 83.035
Make Surveys and Maps	Yes	Wis. Stat. § 83.01(7)(e) & (g)
Examine Roads, Bridges & Culverts for Improvements or Relocations	Yes	Wis. Stat. § 83.015(2)(a)
Purchase/Maintain all road Equipment, Tools, and supplies	Yes	Wis. Stat. § 83.015(2)(a)
Use WisDOT Cost Accounting System	Yes	Wis. Stat. § 83.015(3)
<b>ROADWAY MAINTENANCE PROGRAM</b>		
Construct/Maintain all County Roads	Yes	Wis. Stat. § 83.025 & 83.03 (1), TRANS 205 +
State Highway Maintenance	Yes*	Annual Routine Maintenance Agreement (*could refuse to sign)
Examine Roads, Bridges & Culverts for Improvements or Relocations	Yes	Wis. Stat. § 83.015(2)(a)
Inspection of Bridges	Yes	Wis. Stat. § 84.17, Federal regulation 23 USC 144
Salt Storage	Yes	Wis. Stat. § 85.17, TRANS 277,
Removal of Snow	Yes	Wis. Stat. § 893.83
Removal of Fallen Trees	Yes	Wis. Stat. § 86.03(1)
Highway Encroachments	Yes	Wis. Stat. § 86.04
Invasive Species management	Yes	Wis. Stat. § 23.22, NR 40
Remove Noxious Weeds and Brush	Yes	Wis. Stat. §§ 66.0407, 83.015(2)(a), TRANS 280
Driveways	Yes	Wis. Stat. § 86.07
Signing	Yes	Wis. Stat. § 86.19, 86.191, 86.196, 340.01, 346.41, 346.503, FHWA & WisDOT MUTCD, TRANS 200

Traffic Control & Work Zones	Yes	Wis. Stat. § 86.19, 86.191, 86.196, 340.01, 346.41, 346.503, FHWA & WisDOT MUTCD, TRANS 200
Administer LRIP Program for Local Units of Government	Yes	Wis. Stat. § 86.31(6), TRANS 206
Posting program	Yes	Wis. Stat. § 348
Litter & Debris Removal	Yes*	Annual Routine Maintenance Agreement (*could refuse to sign)
Inter-department construction assistance (parking lots, grading, construction, maintenance)	No	

Additional information:

- Marking and maintenance of county highways is mandated; however, service levels are generally non-mandated. Levels of service with respect to county staff activities on the state roadway system are dictated by the State of Wisconsin.

<b>EMERGENCY MANAGEMENT</b>		
<b>Service</b>	<b>Mandated (Yes/No)</b>	<b>Statutory Authority</b>
Develop, adopt and implement an Emergency Management Plan & Program that is compatible with state plan of emergency management	Yes	Wis. Stat. § 323.14(1)(a)(1) Wis. Stat. 323.15(1)(a)
Coordinate information related to the Local Emergency Planning Committee	Yes	Wis. Stat. § 59.54(8), 323.60(2)(f), 323.60(3)
Provide assistance in developing hazardous response plans under EPCRA	Yes	Wis. Stat. § 323.60(3)(a)
Each County Board shall designate a head of Emergency Management	Yes	Wis. Stat. 323.14(1)(a)2
Each County Board shall designate a committee of the board as a county emergency management committee ( <i>e.g.</i> LEPC)	Yes	Wis. Stat. 323.14(1)(a)(3)
The emergency management plans shall require the use of the incident command system by all emergency response agencies, including local health departments, during a state of emergency declared under 323.10 or 323.11	Yes	Wis. Stat. 323.15(1)(a)
Emergency Operations Center – maintenance responsibility	No	Our local plans task Emergency Management with this responsibility
The head of Emergency Management for each county shall coordinate and assist in developing city, village, and town emergency management plans within the county, integrate the plans with the county plan, advise the department of military affairs of all emergency management	Yes	Wis. Stat. 323.15(1)(b)

planning in the county and submit to the adjutant general the reports that he or she requires, direct, and coordinate emergency management activities throughout the county during a state of emergency, and direct countywide emergency management training programs and exercises.		
Assist local units of government and law enforcement agencies in responding to disaster.	*No, activity is permitted	Wis. Stat. § 323.14(3)(b)
Medical Reserve Corp. administration	*No, activity is permitted	WI Chapter 257 – Emergency Volunteer Health Care Practitioners  Wis. Stat. § 323.15
Provide the WEM Administrator with a written notice of intent to apply for the Wisconsin Disaster Fund (WDF) within 30 days of a disaster.	Yes	WEM 7.04(2)
Disaster Assessment, Response, and Reimbursement – submits documentation to WEM as required relative to state and federal disaster programs.	Yes	Wis. Stat. § 323.30 & 31
Implement the local emergency response plan upon notification of the release of a hazardous substance.	Yes	Wis. Stat. 323.60(3)(a)

**Additional information:**

Many of the activities undertaken by Emergency Management address the issues of legal standards of care and due diligence in providing and meeting public expectations for public safety. Grant funding for the Emergency Management Office requires specific Plan of Work responsibilities that if left undone would jeopardize revenue.

**Federal Regulations:** 42 USC 1100-11050: Superfund Amendments & Reauthorization Act Title III, Emergency Planning and Community Right to Know Act: 29 CFR 1910 & 40 CFR 311, Robert T Stafford Act

**State Regulations:** Chapter 323: Department of Commerce Administrative Rules

<b>CONSERVATION, PLANNING &amp; ZONING DEPARTMENT</b>		
<b>Service</b>	<b>Mandated (Yes/No)</b>	<b>Statutory Authority</b>
Comprehensive Plan	Yes	Wis. Stat. §66.1001
Sanitary (POWTS) Ordinance	Yes*	Wis. Stat. §§ 59.70(5), 145.04, 145.19, 145.20, 145.245, & 254.59
Land Division Ordinance	No	Wis. Stat. Ch. 145, 236, 92 & 281 & §§ 59.69, 59.54(4) & 87.30; NR 151 with an ordinance in place we require staff to administer the ordinance.
Public Land Survey System Re-monumentation & Maintenance	Yes	Wis. Stat. Ch. 59
Nonmetallic Mining Ordinance	Yes	Wis. Stat. § 59.692, 59.694, 295 NR 135
Zoning Ordinance	No	Wis. Stat. § 59.69 to 59.698, 66.1001 to 66.1037, 91.30-91.40 with an ordinance in place, we require staff to administer the ordinance.
Board of Adjustment Procedures	Yes	Wis. Stat. § 59.694, because we have a zoning ordinance, we

		are required to have a Board of Adjustment.
Shoreland / Wetland / Floodplain Ord.	Yes	Wis. Stat. § 59.69, 59.692 NR 115, & 87.30 NR 116
Real Property Description	No*	Wis. Stat. § 70.09
Land Information Plan & Program, including Parcel Mapping	Yes	Wis. Stat. § 59.72
Land Information Officer	No	Wis. Stat. § 59.72
Land Information Council	No	Wis. Stat. § 59.72 (2)
Geographic Information System Database, Address Information	Yes	Wis. Stat. § 59.72 Maps & Data Publication Requirements
Redistricting	Yes	Wis. Stat. § 59.10 County Board mandate that has historically involved CPZ
Elderly & Disabled Transportation Assistance Program (Funded via Federal DOT with 20% match from County)	No	Wis. Stat. § 85.21
Land and Water Resource Management Plan & Implementation	Yes	Wis. Stat. Ch. 92.10
Animal Waste Storage and Nutrient Management Ordinance	Yes	Wis. Stat. §§ 92.07, 92.15, & 92.16 ATCP 51 & NR 151; with an ordinance in place we are required to administer
Livestock Facility Siting Ordinance	Yes	Wis. Stat. §§ 92.15, 93.90, and ATCP 51; with an ordinance in place we are required to administer
Soil and Water Resource Management Program	Yes	Wis. Stat. § 92.14 Marathon County receives staff funding to administer this program.
Land and Water State Cost-Share – Bond & SEG Funding	No	Marathon County receives staff funding to administer these state programs. Relevant statutory provisions include: Wis. Stat. Ch. 92, NR 12, and NR 151.

		Provisions in these statutes indicate that an offer of cost share must be made to assist landowners with NR 151 compliance. Bond and SEG funds can provide one avenue to make this offer.
Farmland Preservation Program	Yes	Wis. Stat. Ch. 91.10, Marathon County receives staff funding to administer state programs in accordance with our preservation/comprehensive plans.
Fenwood Creek Project	No	
Priority Watersheds & Compliance with Ag Performance Standards	Yes	U.S. Clean Water Act, Environmental Protection Agency Approved a TMDL mandated reductions in water quality problems. NR 151.005 requires that ATCP 50 or stricter standards be adopted to achieve the TMDL. Wis. Admin. Code ATCP 50.04 states that landowners engaged in agricultural practices in WI shall implement conservation practices to NR 151.04 standards. Marathon County receives staff funding to administer state programs
Total Maximum Daily Load – Watershed program	Yes	U.S. Clean Water Act, Environmental Protection Agency Approved a TMDL mandated reductions in water quality problems. NR 151.005 requires that ATCP 50 or stricter standards be adopted to achieve the TMDL.
Wildlife Damage Program	No	Marathon County receives state reimbursement for out-of-



		pocket costs related to this program.
Wausau MPO	Yes	23 USC § 134
Municipal Separate Storm Sewer System Program Requirements	Yes	The U.S. EPA develops stormwater runoff requirements. The Wisconsin Department of Natural Resources is responsible for administering the U.S. EPA Permit Program. Chapter 283 Wis. Stats, and chapters NR 151 and 216 of the Wis. Admin Code outline the regulations for owners and operators MS4s to discharge, and compliance requirements for these permits.
<p><i>Additional information:</i>  * Real Property Description and GIS Mapping support the work of our County Treasurer's Office related to tax bill generation and our mandates relative to § 59.72(2).</p>		

<b>PARKS, RECREATION &amp; FORESTRY</b>		
<b>Service</b>	<b>Mandated (Yes/No)</b>	<b>Statutory Authority</b>
Aquatics Programs and Maintenance	No	
County Forestry Administration & Management	No	Wis. Stat. § 28.10 & 11
Flowage & Dam Protection program	No	
Boat Launch programs	No	
Motorized Vehicle Trail Management	No	NR 50.09 (Snowmobile aid)
City of Wausau Parks programs, including recreation programming	No	Services provided in accordance with intergovernmental agreement, reimbursement provided.
Campground programs	No	
County Park operations and maintenance	No	
Landscaping, Grounds & Parking Lot Maintenance (Non-Parks)	Yes/No	Wis. Stats. § 101.11
Snow removal and winter maintenance	Yes/No	Wis. Stats. § 101.11
Indoor Ice Rink Operations and Maintenance	No	
Marathon Junction – operations, rental, maintenance	No	
Train (Marathon Park) – operations and maintenance	No	
Mountain Bay Trail State Park – operations and maintenance	No	Intergovernmental agreement between Wisconsin DNR and Marathon County PRF
Facility Rental program (including Wisconsin Valley Fair)	No	
Sports Complex – maintenance, operations, and reservations	No	
Nine Mile County Forest operations, maintenance, and events	No	
Recreation Deputy program	No	Contractual arrangement with Marathon County Sheriff's Office
Shooting Range operations, maintenance, and reservations	No	

Additional Information: Because Park facilities are non-mandated, various maintenance activities that may otherwise be required by Wisconsin's safe place law are noted as Yes/No relative to mandate.

**UW-MADISON, DIVISION OF EXTENSION**

<b>Service</b>	<b>Mandated (Yes/No)</b>	<b>Statutory Authority</b>
<b>AGRICULTURE EDUCATOR</b>		
Dairy and Livestock Production and Management education	No	
Farm Financial Management	No	
Crop, Soil, and Nutrient Management education	No	
Private Pesticide Applicator Licensing Training	No	Wis. Adm. Code ATCP 29.27
<b>HORTICULTURE EDUCATOR</b> Targeted horticulture education to various groups primarily focused on horticulture therapy in the justice system	No	
<b>FOODWISE</b>		
Nutrition and health education for low income families and youth (office space agreement)	No	
<b>4-H YOUTH DEVELOPMENT</b>		
Countywide 4-H Club Involvement and Youth Development Education Programs	No	
<b>NATURAL RESOURCES</b> Provide office space for regional staff responsible for forest-landowner and agriculture water quality education and resources	No	

Additional Information: UW-Extension positions are funded through a state-county funding split. FoodWise is federally-funded, the county provides office space and technology to support the program.

<b>VETERANS SERVICES</b>		
<b>Service</b>	<b>Mandated (Yes/No)</b>	<b>Statutory Authority</b>
Establish & Advise Eligibility for Any Benefits Entitled	Yes	Wis. Stat. § 45.80(5)(a)
Care of Veterans Graves	Yes	Wis. Stat. § 45.85
VA Compensation/Pension Claims and appeals	Yes	Wis. Stat. § 45.80(5)(a); 45.80-86.
Federal GI Bill Assistance	Yes	Wis. Stat. § 45.80(5)(a)
Federal VA Health Care Applications	Yes	Wis. Stat. § 45.80 (5)(a)
Burial Benefits	Yes	Wis. Stat. § 45.80(5)(a) Wis. Stat. § 45.84
Military Record Registration/Access	Yes	Wis. Stat. § 45.05
State Property Tax Credit	Yes	Wis. Stat. § 45.80(5)(a) & Wis. Stat. § 71.07(6)(e)
State Education Benefits	Yes	Wis. Stat. § 45.80(5)(a)
Aid to Needy Veterans	Yes	Wis. Stat. § 45.80(5)(c) Wis. Stat. § 45.86(2)
Applications for Burials and Cemeteries	Yes	Wis. Stat. § 45.80(5)(a)
Veterans Service Commission	Yes	Wis. Stat. § 45.81 (2)
Speaking Engagements	No	
Attend Local Veterans Organization Meetings	No	
Advise Veterans of benefits available from local non-profits	No	

Additional Information: Veterans Service Office is mandated to advise veterans and their spouses/dependents on all programs/benefits for which they may be entitled. Accreditation through the Veterans Administration is required.

<b>CENTRAL WISCONSIN AIRPORT</b>		
<b>Service</b>	<b>Mandated (Yes/No)</b>	<b>Statutory Authority</b>
Airport operations	No	Wis. Stat. § 66.0301

Additional Information: Counties are not mandated to provide regional airport services. Marathon County joined with Portage County to form Central Wisconsin Airport (CWA). However, once the determination is made to operate such a facility, the operator is subject to numerous federal and state regulations. Moreover, because the CWA has accepted federal funds (e.g., FAA funding) throughout its history, any determination relative to continued operations is subject to considerable regulation. CWA is overseen, pursuant to the intergovernmental agreement between Portage and Marathon counties by the Central Wisconsin Airport Board.

LIBRARY		
Service	Mandated (Yes/No)	Statutory Authority
<b>LIBRARY SITES</b> – (Athens, Edgar, Hatley, Marathon City, Mosinee, Rothschild, Stratford, Spencer, Wausau)	No*	Wis. Stat. § 43.11, 12

Additional Information:

\*Counties are not mandated to directly operate library facilities. However, in the event that a county does not directly provide library facilities, the county is required by statute to provide funding for the operations of public libraries within the county, and public libraries in adjacent counties, that serve county residents. Specific information regarding these funding obligations are set forth in section 43.12 of the Wisconsin Statutes. Payments made pursuant to § 43.12 or funds necessary to directly provide county library services under Chapter 43 of the statutes are exempt from Wisconsin levy limits.

**Physical Materials**

Books, audiobooks, DVDs, magazines, newspapers, video games, art, Wi-Fi hot spots and other electronic devices.

**Digital Collections**

eBooks, eAudiobooks, and a large selection of databases available through online access.

**Programs and Events**

MCPL hosts a variety of educational and entertaining programs for all ages, including: story times, creative hands-on activities, music and theater performances, movie screenings, lectures, presentations, and workshops led by experts, authors and other speakers on a diverse range of topics.

**Additional Services**

Public computers, internet access and printing are available at all locations. Study and meeting rooms, passport services, copy and fax services, notary public services, and material delivery for homebound patrons are available at select locations.

**Library Affiliations**

MCPL is a member of and the resource library for the Wisconsin Valley Library Service. It also participates in the V-Cat consortium and the Wisconsin Public Library Consortium, providing its patrons with access to an even wider range of resources.

<b>AGING &amp; DISABILITY RESOURCE CENTER OF CENTRAL WISCONSIN</b>		
<b>Service</b>	<b>Mandated (Yes/No)</b>	<b>Statutory Authority</b>
Aging Services	No	Wis. Stat. §§ 46.80, 46.82
Resource Center	No	Wis. Stat. § 46.283

Additional information: Marathon County summary of services provided in the ADRC includes: information and assistance, elderly and disability benefit services, nutrition services, dementia care specialist, volunteer program services, and caregiver support and respite services.

Wis. Stat. § 46.80 – The department's primary responsibility to elderly persons is to assure that all elderly and disabled persons have available and accessible a continuum of care or a wide range of community and supportive services so that they may remain in their homes and neighborhoods for as long as it is possible. The department shall be the mechanism by which governmental and nongovernmental agencies may coordinate their policies, plans and activities with regard to the aging.

Wis. Stat. § 46.82 identifies that a county board of supervisors of a county, the county boards of supervisors of 2 or more contiguous counties or an elected tribal governing body of a federally recognized American Indian tribe or band in this state may choose to administer, at the county or tribal level, programs for older individuals. Chapter 46.80 indicates that the department shall divide the state into distinct planning and service areas and designate a public or private nonprofit agency or organization as the area agency on aging for each planning and service area and we are the designated public agency.

Wis. Stat. § 46.283 identifies that a county board of supervisors may decide to apply to the department for a contract to operate a resource center.

The intergovernmental agreement creating the ADRC-CW provides that the funding allocation from each of the counties cannot be modified without the agreement of each of the county members (Langlade, Lincoln, Marathon, and Wood).

**NCHC – Core Programs**

Service	Mandated (Yes/No)	Statutory Authority
Behavioral Health Hospital, Community Mental Health, Developmental Disabilities, Substance Use Disorder	Yes	Wis. Stat. § 51.42
Community Support Programs	Yes	Wis. Stat. § 51.421
Care and Custody	Yes	Wis. Stat. § 51.22
Crisis Stabilization Services	No	Wis. Stat. § 51.15; 51.42
Protective Services and Placement	Yes	Wis. Stat. § 55.02
Elder Adult at Risk Agency	Yes	Wis. Stat. § 46.90
Comprehensive Community Services	No	Wis. Stat. § 49.45(30e) (6) Wis. Stat. § 51.42 (7) (6)

Additional Information: On behalf of Marathon County, North Central Health Care delivers services including, but not limited to, alcohol and other drug abuse outpatient services, mental health outpatient services, emergency services, adult protection services, adult community support services, comprehensive community service, psychiatrist and psychologist services, crisis, residential, inpatient, and hospitalization services.

Wis. Stat. § 51.42 identifies that the county board of supervisors has the primary responsibility for the well-being, treatment and care of the mentally ill, developmentally disabled, alcoholic and other drug dependent citizens residing within its county and for ensuring that those individuals in need of such emergency services found within its county receive immediate emergency services. This primary responsibility is limited to the programs, services and resources that the county board of supervisors is reasonably able to provide within the limits of available state and federal funds and of county funds required to be appropriated to match state funds. While counties are not directly mandated to provide crisis stabilization facilities, counties are required to provide care in the least restrictive form necessary. Stabilization facilities serve as a less-restrictive, less costly form of care for individuals discharging from an inpatient setting or as an alternative to an inpatient setting.

Wis. Stat. § 51.42(3) permits a county to meet its obligation through the creation of a multi-county community services program.

Wis. Stat. § 51.421 indicates that if funds are provided, and within the limits of the availability of funds provided under s. 51.423 (2), each county department under s. 51.42 shall establish a community support program. Each community support program shall use a coordinated case management system and shall provide or assure access to services for persons with serious



and persistent mental illness who reside within the community. Services provided or coordinated through a community support program shall include assessment, diagnosis, identification of persons in need of services, case management, crisis intervention, psychiatric treatment including medication supervision, counseling and psychotherapy, activities of daily living, psychosocial rehabilitation which may include services provided by day treatment programs, client advocacy including assistance in applying for any financial support for which the client may be eligible, residential services and recreational activities. Services shall be provided to an individual based upon his or her treatment and psychosocial rehabilitation needs.

Wis. Stat. § 51.22 indicates that except as provided in s. 51.20 (13) (a) 4. or 5., any person committed under this chapter shall be committed to the county department under s. 51.42 or 51.437 serving the person's county of residence, and such county department shall authorize placement of the person in an appropriate facility for care, custody and treatment. The county will incur the cost of these placements if it is not billable to insurance or the consumer.

Individual counties must determine what shall be done to meet these responsibilities in a way that adequately complies with the law. The burden of demonstrating that those responsibilities have been met to an adequate degree falls upon the county. The services, therefore, are not identical in each county even though the same basic mandate exists.

Comprehensive Community Services (CCS) is intended to assist individuals of all ages who are in need of ongoing services for mental illness, substance abuse disorder, or dual diagnosis beyond occasional outpatient care, but less than the intensive care provided in an inpatient setting. While CCS is not a mandated program, county-based governmental entities are the only entity in the state that can be certified.

Wis. Stat. § 55.02 identifies that the chairperson of each county board of supervisors shall designate a county department under s. 46.215, 46.22, 46.23, 51.42, or 51.437 that is providing services in the county on its own or through a joint mechanism with another county department or county to have the responsibility for planning for the provision of protective services and protective placement and for directly providing protective services.

Wis. Stat. § 46.90 requires that each county board shall designate an agency in the county as the elder-adult-at-risk agency. "Elder-adult-at-risk agency" means the agency designated by the county board of supervisors under sub. (2) to receive, respond to, and investigate reports of abuse, neglect, self-neglect, and financial exploitation under sub. (4).

**NCHC – OTHER PROGRAMS**

<b>Service</b>	<b>Mandated (Yes/No)</b>	<b>Statutory Authority</b>
Mount View Care Nursing Home* (Skilled Nursing, Rehabilitation, Dementia Care, Ventilator care)	No	
Hope House (Sober Living)	No	
Aquatic Therapy Pool	No	
Demand Transportation – 85.21	No	Wis. Stat. § 85.21
Early Intervention Services (Birth to Three)^	Yes	Wis. Stat. § 51.44

Additional information:

\*There is no state statute that mandates a county must own or operate a nursing home, adult day services, housing programs, sober living, or aquatic therapy pool. However, should the county undertake these activities, each program area is subject to significant regulation, including through the acceptance of various funding streams (e.g., medicare/Medicaid). Adult Day Services and Community Based Residential Facility operations were ceased in 2023.

Wis. Stat. § 85.21 The purpose of this section is to promote the general public health and welfare by providing financial assistance to counties providing transportation services for elderly and disabled persons, and to thereby improve and promote the maintenance of human dignity and self-sufficiency by affording the benefits of transportation services to those people who would not otherwise have an available or accessible method of transportation. The County Board of Supervisors annually authorizes this program to be delivered through a grant application. The service is delivered through both NCHC and City of Wausau Transit. The Wisconsin Department of Transportation provides for financial assistance to deliver the program.

^Wis. Stat. § 51.44 indicates that each county board of supervisors shall designate the appropriate county department under s. 46.21, 46.23 or 51.437, the local health department of the county or another entity as the local lead agency to provide early intervention services. This chapter goes on to read that the department (the state) shall promulgate rules for the statewide implementation of the program. North Central Health Care currently delivers this program through a contract with Marathon County Special Education, which is located on the Lake View Drive Campus.

**SOLID WASTE DEPARTMENT**

<b>Service</b>	<b>Mandated (Yes/No)</b>	<b>Statutory Authority</b>
Solid Waste Management Operations	No	Wis. Stat. § 59.70(2)(a) and Chs. 144 & 159

Additional Information:

Counties are not mandated to directly provide Solid Waste management and recycling services; however, counties are permitted to engage in these activities, which can provide substantial benefits to local municipalities and residents. Should a county elect to provide said services it becomes subject to a wide variety of state and federal regulations (e.g., air permit, wetland management, engineering, gas management, and groundwater testing).

In addition to solid waste management and site operational programs, Marathon County Solid Waste Department provides a number of related services, including but not limited to Household Hazardous Waste Collection and Management; Agricultural Plastics Recycling, Home Composting, Street Sweeping exemption, Medication Drop Box and Sharps Management, and Municipal Recycling education).

Marathon County has a contractual obligation to provide landfill capacity and disposal to Shawano and Portage Counties through 2032. Marathon County also recently entered into a Gas Purchase Agreement and corresponding site lease with a third party relating to the processing and conversion of landfill gas into energy.

**ORDINANCE #O-\_\_-24**

**AMENDING SECTION 1.35 OF THE MARATHON COUNTY GENERAL CODE AND OPTING IN TO WISCONSIN PUBLIC RECORDS BOARD RETENTION SCHEDULE**

**WHEREAS**, Wisconsin Statute Section 19.21(5)(e) permits a county board to provide by ordinance a program for the retention and disposition of public records. Wisconsin statute sets as the default retention period for public records a seven (7) year retention period, with certain specific and individual records having shorter or longer retention periods as prescribed by statute; and

**WHEREAS**, the Public Records Board of Wisconsin has the authority, under Wis. Stat. § 19.21(5)(c) and Wis. Stat. § 16.61(3)(e), to establish minimum retention periods shorter than the seven year default period. A county seeking to utilize those shorter retention periods is required to opt in and adopt the General Records Schedule published by the Public Records Board. This General Records Schedule is created to simplify records management for Wisconsin counties and the records management responsibilities of records custodians. Opting in to the General Records Schedule would create a clear records retention policy for County officials and staff that is consistent with state law; and

**WHEREAS**, on DATE, the Executive Committee of the Marathon County Board of Supervisors recommended the amendment of Section 1.35 of the Marathon County General Code of Ordinances as set forth in the attached document and recommended the County opt in to the General Records Schedule published by the Public Records Board.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Supervisors of the County of Marathon does hereby ordain as follows:

1. To amend section 1.35 of the Marathon County General Code pursuant to the attached document.
2. To adopt and opt in to the General Records Schedule for County and Related Records as Marathon County's records retention schedule, as approved by the State Public Records Board on March 20, 2023, including all addenda applicable to the schedule as approved by the State Public Records Board.

**BE IT FURTHER RESOLVED** that the ordinance shall take effect upon passage and publication as required by law.

**BE IT FURTHER RESOLVED** that appropriate County staff are directed to Notify the Public Records Board of Marathon County's election to opt in to the General Records Schedule for County and Related Records.

Ayes \_\_\_\_\_ Nays \_\_\_\_\_ Abstain \_\_\_\_\_ Absent \_\_\_\_\_ [ ] Voice Vote

Approved and adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2024

Denied this \_\_\_\_\_ day of \_\_\_\_\_, 2024

Approved as to Form:

SEAL

\_\_\_\_\_  
Michael Puerner, Corporation Counsel

Approved as to Financial Impact (if necessary):

Attest:

\_\_\_\_\_  
Samantha Fenske, Finance Director

\_\_\_\_\_  
Kim Trueblood, County Clerk

\_\_\_\_\_  
Kurt Gibbs, County Board Chair

Fiscal impact: none

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## Sec. 1.35. Records retention.

(1) *Definitions.* In this Section,

*(a) Legal custodian means the individual responsible for maintaining records pursuant to § 19.33, Wis. Stats.*

*(b) Record has the meaning defined in § 19.32(2), Wis. Stats.*

*(c) Schedule means the County and Related Records General Records Schedule as published by the Wisconsin Public Records Board.*

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*Purpose.* The purpose of this section is to establish a County records retention schedule and authorize destruction of County records pursuant to the schedule on an annual basis. Records custodians may destroy a record prior to the time set forth in the schedule only if such a record has been reproduced as an original record pursuant to §§ 16.61(7) or 16.612, Wis. Stats. Any record not covered by this chapter or any other regulation or law shall be retained seven years unless the record is added by amendment to the ordinance and the shorter period is approved by the State Public Records and Forms Board.

(2) *Historical records.* The State Historical Society of Wisconsin (SHSW) has waived the required statutory 60-day notice under § 19.21(5)(d), Wis. Stats., for any record marked "W" (waived notice). SHSW must be notified prior to destruction of a record marked "N" (non-waived). Notice is also required for any record not listed in this section. "N/A" indicates not applicable and applies to any County record designated for permanent retention. Marathon County shall comply with all notice requirements involving the Wisconsin State Historical Society as identified in state law and regulation, and shall provide any records to the Wisconsin State Historical Society in lieu of destruction as required by law.

(3) *Purpose.* In order to remain legally compliant with Wisconsin records retention and records disposition and destruction laws, Marathon County hereby "opts in" to, adopts, and shall comply with, the County and Related Records General Records Schedule (the "Schedule") as published by the Wisconsin Public Records Board, as it exists now and as it may be modified or amended in the future. Marathon County also "opts in" to the Schedule's addenda, if any exist and as they may be modified in the future. The purpose of this action is to establish a County records retention schedule and to authorize retention and destruction of County records pursuant to the Schedule on an annual basis. Any record not covered by this Schedule or any other regulation or law shall be retained for seven years unless the record is added by amendment to the schedule and the shorter retention period is approved by the State Public Records Board. *Definitions.*

*Legal custodian means the individual responsible for maintaining records pursuant to § 19.33, Wis. Stats.*

*Record has the meaning defined in § 19.32(2), Wis. Stats.*

(4) *Retention schedule.* Records are maintained by the various departments in the County and are subject to uniform regulation unless otherwise specified. The retention period and authority are listed in the records retention schedule which is available for inspection and on file in the office of the County Clerk and on the Marathon County website. Marathon County shall follow any and all federal, state, and local laws, rules, and regulations pertaining to record retention, record confidentiality, and record destruction as are currently in effect and applicable.

(5) *Destruction after request for inspection.* If a public records request is made pursuant to Wisconsin Public Records law, ~~the~~ requested record may not be destroyed until after the request is granted or until 60 days after the request is denied if an appropriate legal reason is identified for the denial. In all cases, no record may be destroyed unless authorized by applicable law. If an action is commenced under § 19.37, Wis. Stats., the requested record may not be destroyed until a court order is issued and all appeals have been completed. See § 19.35(5), Wis. Stats.

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- (6) *Destruction pending litigation.* No record subject to pending litigation shall be destroyed until the litigation has been resolved. Corporation Counsel, or outside counsel as designated by the Marathon County Board or its committees, shall notify a legal custodian of any litigation hold and, upon notification, the legal custodian shall cause such record to be retained pending further notification.
- (7) *Microfilming or optical disk storage of department records.* Departments may keep and preserve public records through the use of microfilm or optical disk storage providing that the applicable standards established in Ch. ADM12, Wis. Adm. Code, and §§ 16.61(7) and 16.612, Wis. Stats., respectively are met.
- (8) *Repeal.* All ordinances, or portions thereof, and resolutions, or portions thereof, in conflict with any portion of the Retention Schedule are hereby repealed.
- (9) *Other records.* In the event the County creates a record not contemplated by the Schedule, the County may, subject to prior approval of the State Public Records Board, 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, as long as said schedule is consistent with state law.

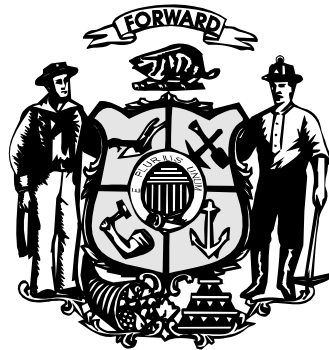
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# General Records Schedule

## County and Related Records

Approved by the Public Records Board:

**March 20, 2023**



**Expiration: March 20, 2033**

**For use by all units of Wisconsin Government at the County level**

## I. Introduction

Records are a basic tool of transacting business on behalf of all local government units. They are the foundation for government accountability. Records management is regulated by Wisconsin state law, and accordingly, the County General Records Schedule (County GRS) upon adoption, provides legal authorization to dispose of records on a regularly scheduled basis. The schedule serves as a mechanism for consistent retention and disposition of similar types of records across all county governments and provides assurance of accountability to the public. This schedule was developed following guidelines for complying with legal, fiscal, and archival requirements for records retention and facilitates cost-effective management of records commonly found in county governments. Wisconsin Statute § 19.21(1) defines public records as “all property and things received from the officer’s predecessor or other persons and required by law to be filed, deposited, or kept in the officer’s office, or which are in the lawful possession or control of the officer or the officer’s deputies.” Records are defined by Wisconsin Statute § 19.32(2) as “any material on which written, drawn, printed, spoken, visual, or electromagnetic information or electronically generated or stored data is recorded or preserved, regardless of physical form or characteristics, that has been created or is being kept by an authority.” Public records are also defined as being “all books, papers, maps, photographs, films, recordings, optical discs, electronically formatted documents, or other documentary materials, regardless of physical form or characteristics, made or received by any state agency or its officers or employees in connection with the transaction of public business” (Wis. Stat. § 16.61(2)(b)). This general schedule may *not* include records which are unique to the mission of a single government unit. Records that are unique to the mission of a specific government unit require a separate Records Disposition Authorization (RDA). The department or institution is responsible for creating a RDA that must be submitted to, and approved by, the [Public Records Board \(PRB\)](#).

## II. Applicability

The County GRS is intended to serve as guidance for records that are created or received by Wisconsin county governments, but must first be formally adopted for use before it can be applied. Adopting the schedule does not require county governments to begin creating any record series that they currently do not produce.

Records retention guidelines apply regardless of record format. Records covered by the County GRS may be retained in electronic, paper, or other formats. The schedule applies to all records: born digital (including those created or transmitted via e-mail), data contained in database systems, tapes/cartridges, text messages, and other types of electronic records and information systems maintained by agencies. Counties must also meet the standards and requirements for the management of electronic records outlined in [Chapter Adm. 12](#).



### III. Purpose

Record schedules are intended to SIMPLIFY the records management responsibilities of records creators. It is the intention of the County GRS to streamline records management by:

- Providing clear and uniform guidance for the retention and disposition of records common to most municipal governments;
- Eliminating the need for counties to develop and obtain Wisconsin Public Records Board approval of records retention/disposition schedules;
- Facilitating uniformity in the retention and disposition of records across all counties; and
- Promoting the cost-effective records management.

### IV. Implementation

County governments ARE NOT required to adopt the schedule for use and this schedule does not replace the option to create and adopt records schedules through the creation of ordinances. See Additional Options section below for more information.

#### To adopt the Schedule:

- Submit the original and two copies of the Notification of General Schedules Adoption (PRB-002) form to:  
State Archivist  
Wisconsin Historical Society  
816 State St.  
Madison, WI 53706
- A signed copy will be returned once the form is approved by The Wisconsin Public Records Board (PRB).
- Counties should enact an ordinance adopting the County GRS as their official schedule. Any previously approved ordinances for records that are covered under the County GRS should be superseded.

#### Records not covered by the County GRS:

Records created by counties that are not listed in this schedule should be retained in accordance with Wis. Stat. § 19.21(5), which generally sets the minimum retention at 7 years, unless otherwise set by another statute or a different retention is approved by the PRB. Counties may retain any previous PRB approved schedules for records not covered by the County Schedule. See Section V for information regarding final disposition of records not scheduled in the County GRS.

#### Additional Options:

- County governments may adopt the PRB approved General Records Schedules to supplement the County GRS. See Section IX for more information.
- Specific schedules may also be set by Records Disposition Authorizations (RDAs). Please consult the PRB webpage on [Information for Counties and Municipalities](#) for more information and instructions.

- Counties that choose not to adopt the County GRS are still required to schedule the destruction of obsolete records through ordinance as stated in Wis. Stat. § 19.21(5)(c). Retention periods that are not specifically set by state statutes CANNOT be scheduled for less than 7 years without approval from the PRB.

## V. Final Disposition

Wis. Stat. § 19.21(5)(d)(1) requires that county governments must notify the Wisconsin Historical Society at least 60-days prior to the destruction of all public records for inclusion in the state archives. The Society has the ability to waive the notification period for a records series in instances when the historical value is low. The WHS Notification field in the County GRS indicates if notification is required for a particular series.

- **Waived:** The Wisconsin Historical Society has determined the record series has low historical value and waived the notification period as indicated Wis. Stat. § 19.21(5)(d)(1). Waived may be destroyed without giving notification once they pass the required retention period.
- **Notify:** Counties are required to send written notification to the Wisconsin Historical Society before destruction. See [Notifying the Wisconsin Historical Society](#) for information on this process
- **N/A:** indicates that the retention is permanent.

Counties may destroy public records ONLY after they have passed their required retention period. Records that have passed their retention period should not be destroyed if any of the following conditions apply:

- Records are required for financial or performance audits either currently underway or known to be planned.
- Records are subject to a “legal hold” because they may be relevant to an existing, pending, or anticipated legal proceeding.
- A related public records request has been received and not fulfilled, or statutorily required time periods have not expired.

Destroying obsolete records: Waived records or records declined for transfer to the Wisconsin Historical Society should be disposed of in a manner that ensures they are completely destroyed. Records that are held beyond their retention period but are not destroyed are still subject to all public records laws.

- If records contain confidential information, or “information that can be associated with a particular individual through one or more identifiers or other information or circumstances” (Wis. Stat. § 19.62(5)) including, but not limited to names, addresses, social security numbers, and banking information it must be destroyed confidentially. This means that these records must be disposed of in a way that renders them unreadable and unable to be reconstructed. Typically, this can be achieved by cross cut shredding or pulping. Many organizations choose to hire an outside vendor to handle the process of disposing of confidential information
- **Note on records older than 75 years:** the waived designation does not apply. Notification should be given on any records 75 years or older regardless if they have been indicated in the schedule as having been waived.

Transferring Records to Wisconsin Historical Society: Per Wis. Stat. § 19.23(2), the Wisconsin Historical Society assumes title control and public records responsibility of all transferred records. Obsolete county records may not be transferred to local historical societies

or other repositories because the statutes do not specify that other institutions can hold title to public records. Only the records creators and the Wisconsin Historical Society are identified in statutes as being official holders of title.

Records identified as “permanent” have been identified as containing significant historical information and long-term business value. Counties are responsible for ensuring the long-term preservation of these records. The Wisconsin Historical Society will, in certain circumstances, accept “permanent” records for transfer if the county is unable to maintain these records.

## **VI. Personally Identifiable Information**

Wisconsin law requires authorities to specifically identify certain record series within a general records schedule that contain Personally Identifiable Information (PII). [Wisconsin Stat. § 19.62\(5\)](#) defines PII broadly as “information that can be associated with a particular individual through one or more identifiers or other information or circumstances.” Despite this broad definition, [Wis. Stat. § 16.61\(3\)\(u\)\(2\)](#), requires that record series within a schedule containing the following types of PII need not be identified as such: a) the results of certain computer matching programs; b) mailing lists; c) telephone or e-mail directories; d) record series pertaining exclusively to agency employees; and e) record series that contains PII incidental to the primary purpose for which the records series was created, and f) those relating to state agency procurement or budgeting. If in doubt as to whether a specific record series contains PII, check with your agency legal counsel.

## **IV. Confidentiality of Records**

Most records are not confidential and are open to public disclosure, however, there are exceptions. This GRS will identify any record series that may contain information required by law to be kept confidential or specifically required to be protected from public access, identifying the state or federal statute, administrative rule, or other legal authority that so requires. If in doubt as to whether or not a specific record, or content in that record, is confidential, check with your agency legal counsel. A record series should be identified as confidential even if not all records in the series contain confidential information and not all parts of records covered by the series are confidential.

## **V. Superseded Record Series**

“Superseded” means that a new record series or RDA number has been used to cover records that were previously identified differently. The last column in the following GRS table titled “Previous RDA Number (if applicable)” provides a cross walk between new and any superseded RDA numbers. When revising a GRS, an attempt is made to retain the previous RDA number, providing the underlying records remain the same.

## **VI. Related Records**

The “Related Records Series” section provides information on other record series in approved GRSs which may relate to the broader functional area of this GRS. These record series are listed to facilitate a more complete understanding of all the record series within the broad scope of this function of government. It may not however contain a complete listing of all records series used within your agency for these types of business records. See the “Related Records Series” section included in this document.

## **VII. Closed Record Series**

When revising a GRS it is common for some previously included record series to be closed. The “Closed Series” section lists series containing records that are no longer created, nor are they expected to be in the future. See the “Closed Series” section included in this document.

## **VIII. Revision History**

See the “Revision History” section for a listing of changes to this GRS.

## **IX. Additional Schedules**

County governments have the option of adopting [General Records Schedules](#) to augment the County GRS. These additional schedules have been approved by the PRB for state agency use, but may also be adopted by local units of government. Information on adopting schedules can be found on the PRB [Counties and Municipalities Resource Webpage](#).

Circuit Court Records are scheduled by [Supreme Court Rule 72](#), which specifies the retention periods for court records. Courts are required to give 60-day notification to the Wisconsin Historical Society prior to destroying obsolete records.

RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	Minimum Retention and Disposition	Event Description	WHS Notification
<b>General</b>							
CNTY0100	Citations	County citations including zoning, park and recreation, code enforcement.	No	No	EVT+2 years and destroy.	Event is date citation issued.	Waived
CNTY0101	Claims	Claims made, general liability and property, injury reports non-employee, includes documents supporting such claims, including livestock claims for damages by dogs to domestic animals.	Yes	No	EVT+7 years and destroy confidential.	Event is date claim is closed.	Waived
CNTY0102	Code of Ethics	County code of ethics.	No	No	EVT+1 month and destroy.	Event is the date superseded.	Waived
CNTY0103	Indexes	Inventory of a particular record series needed to identify and/or locate individual records, files, or cases.	No	No	EVT+1 month and destroy.	Event is the date superseded.	Notify if it indexes a series that is transferred to WHS
CNTY0104	Public Assistance - Divestment & Asset Allocation (Medicaid)	Fraud, intentional program violation, overpayment, and quality control review.	Yes	No	EVT+3 years and destroy confidential.	Event is date issues have been resolved or Wis. DCF and/or Wis. DHS instructs that the records may be destroyed, whichever is earlier.	Waived
CNTY0105	Surveys	Customer, constituent and employee surveys, this does not relate to land surveys performed by a land surveyor.	No	No	EVT+3 years and destroy.	Event is date survey is closed.	Waived
<b>Airport</b>							
CNTY0150	Aircraft - Wildlife Incidents	Reports filed with FCC regarding wildlife air strikes, this is a voluntary report by the pilot, not necessarily the airport.	No	No	EVT+1 year and destroy.	Event is the date the report is sent to National Wildlife Database – the record keeper is at the federal level.	Waived

<b>RDA Number</b>	<b>Record Series Title</b>	<b>Series Description</b>	<b>PII (See III. above)</b>	<b>Confidential (See IV. above)</b>	<b>Minimum Retention and Disposition</b>	<b>Event Description</b>	<b>WHS Notification</b>
<b>CNTY0151</b>	Airport Improvement Program (AIP)	Reports to Wis DOT regarding plans to improve airport, this is done yearly.	No	No	EVT+1 year and destroy.	Event is the date superseded.	Waived
<b>CNTY0152</b>	Airport Licensure	Special radio frequency assigned by FAA.	No	No	EVT+1 year and destroy.	Event is the date superseded.	Waived
<b>CNTY0153</b>	Airport Protection Plans and Specifications	Certification manual, logs, inspection records, airport layout, specifications and standards plan for items such as buffers and runways, etc.	No	No	EVT+7 years and destroy.	Event is the date superseded.	Waived
<b>CNTY0154</b>	Operating and Financial Reports / Summaries	Day to day operational documents of the airport and airport management.	No	No	EVT+7 years and destroy.	Event is date audit is completed.	Waived
<b>Child Support</b>							
<b>CNTY0200</b>	Administrative Cost Claims	Includes supporting documentation, costs, revenues, expenditures.	No	No	EVT+3 years and destroy.	Event is date of submission of last expenditure report.	Waived
<b>CNTY0201</b>	Case Records	Child support, divorce, misdemeanor and felony non-support, paternity post and pre-judgment (dismissed) & pre-judgment not pursued, and Intergovernmental. May include child support & paternity records, including warrants and capias.	Yes	Yes Wis. Stat. §§ 19.36(1) 49.83, 49.22, 769.312, and 804.01(2)(c) 45 C.F.R. § 303.21, 26 U.S.C. § 7213(a), 5 U.S.C. § 552a, and 42 U.S.C. § 654	EVT+7 years and destroy confidential.	Event is date the case is closed.	Waived

<b>RDA Number</b>	<b>Record Series Title</b>	<b>Series Description</b>	<b>PII (See III. above)</b>	<b>Confidential (See IV. above)</b>	<b>Minimum Retention and Disposition</b>	<b>Event Description</b>	<b>WHS Notification</b>
<b>CNTY0202</b>	Internal Revenue Service (IRS) Records	IRS records lists and client logs.	Yes	Yes  Wis. Stat. § 19.36(1)  45 C.F.R. § 303.2, 26 U.S.C. § 7213(a), 5 U.S.C. § 552a, and 42 U.S.C. § 654	EVT+5 years and destroy confidential.	Event is date the case is closed.	Waived
<b>CNTY0203</b>	Intergovernmental Support Cases	Interstate cases, Uniform Interstate Family Support Act (UIFSA).	Yes	Yes  Wis. Stat. §§ 19.36(1), 49.83, 49.22, 769.312, 804.01(2)(c) 45 C.F.R. § 303.21, 26 U.S.C. § 7213(a), 5 U.S.C. § 552a, and 42 U.S.C. § 654	EVT+7 years and destroy confidential.	Event is date the case is closed.	Waived

RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	Minimum Retention and Disposition	Event Description	WHS Notification
<b>Coroner – Medical Examiner</b>							
CNTY0251	Case Files	Case documents, including homicide or suspicious death investigation case files.  Case files, slides, slide reports, x-rays, photos, digital photos, DNA cards.  Autopsy documents, body exams, cremation documents, investigative reports, toxicology reports.	Yes	Yes  HIPAA  Privacy Rule 50 Years after death per US Health & Human Services (HHS)	EVT+75 years and transfer to Wisconsin Historical Society.	Event is date case is closed or when appeal time has expired, whichever is longer.	Notify (homicide or suspicious death cases only)
CNTY0252	Disposal Log	Medication disposal documents, and evidence of property disposal documents.	Yes	No	EVT+10 years and destroy confidential.	Event is the end of current year.	Waived
CNTY0253	Tissue Stock Jars	Tissue stock jars. Specimen used for further exam, can only be used for disease, etc.	Yes	No	EVT+3 years and destroy confidential.	Event is the end of current year.	Waived
<b>Corporation Counsel</b>							
CNTY0300	Case files, litigation	Claims and lawsuits filed against the County; case summaries submitted by outside legal counsel.	No	No	EVT+3 years and destroy.	Event is date case is closed or when appeal time has expired, whichever is longer.	Waived
CNTY0301	Case files, non-litigation	Public communications sent to the county, determinations and supporting documentation.	No	No	EVT+3 years and destroy.	Event is the end of current year.	Waived
CNTY0302	CHIPS (Child in Need of Protective Services) Juvenile Records	Records provided from Human Services and law enforcement used for case preparation.	Yes	Yes  Wis. Stat. § 48.78	EVT+7 years and destroy confidential.	Event is the date of child's 18 <sup>th</sup> birthday.	Waived
CNTY0303	CHIPS (Child in Need of Protective Services) Petitions	Legal documents filed with the Court or used for case preparation to prosecute CHIPS cases.	Yes	Yes  Wis. Stat. § 48.78	EVT+7 years and destroy confidential.	Event is the date of child's 18 <sup>th</sup> birthday.	Waived



<b>RDA Number</b>	<b>Record Series Title</b>	<b>Series Description</b>	<b>PII (See III. above)</b>	<b>Confidential (See IV. above)</b>	<b>Minimum Retention and Disposition</b>	<b>Event Description</b>	<b>WHS Notification</b>
<b>CNTY0304</b>	Dismissals - 51.45	Prevention and control of alcoholism and drug dependences dismissal documentation.	No	No	EVT+3 years and destroy.	Event is the end of current year.	Waived
<b>CNTY0305</b>	Guardianship and Protective Placement	Legal documents filed with the Court or used for case preparation to prosecute guardianships and protective placements.	Yes	Yes Wis. Stat. chs. 54 and 55	EVT+7 years and destroy confidential.	Event is date of termination of guardianship or protective placement.	Waived
<b>CNTY0306</b>	Lawsuits and Habeas Corpus	Documents pertaining to, and from, the county.	No	No	EVT+3 years and destroy.	Event is the date case is closed or when appeal time has expired, whichever is longer.	Waived
<b>CNTY0307</b>	Legal Fees, Outside Counsel	Billing statements from retained outside legal counsel.	No	No	EVT+7 years and destroy.	Event is date of last activity or case closed, whichever is longer.	Waived
<b>CNTY0308</b>	Legal Memoranda	Comprehensive and organized written document that summarizes and analyzes relevant laws based on legal research.	No	No	Permanent	N/A	N/A
<b>CNTY0309</b>	Legal Opinions	Interoffice communications seeking or issuing a legal opinion.	No	Yes Wis. Stat. § 905.03	EVT+7 years and destroy.	Event is date of issuance of legal opinion.	N/A
<b>CNTY0310</b>	Liability Claim Files	Notice of claim filed by claimant and communications between insurance company and county employees related to the claim.	No	No	EVT+7 years and destroy.	Event is the date claim is closed or final payment is made.	Waived
<b>CNTY0311</b>	Mental Commitment Cases	Legal documents filed with the Court or used for case preparation to prosecute mental health commitments.	Yes	Yes Wis. Stat. ch 51	EVT+3 years and destroy confidential.	Event is the date case is closed.	Waived
<b>CNTY0312</b>	Ordinance Enforcement Files	Enforcement letters or citations sent or issued to correct a pending violation of a county ordinance or state law.	No	No	EVT+3 years and destroy.	Event is the date violation corrected.	Waived
<b>CNTY0313</b>	Real Estate Closing Files	Sale of county owned property.	No	No	EVT+7 years and destroy.	Event is the date of sale.	N/A

RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	Minimum Retention and Disposition	Event Description	WHS Notification
CNTY0314	Termination of Parental Rights (TPRs)	Legal documents filed with the Court or used for case preparation to prosecute TPR cases.	Yes	Yes Wis. Stat. § 48.78	EVT+45 days and destroy confidential.	Event is the date of child's 19 <sup>th</sup> birthday.	Waived
CNTY0315	Truancy Referrals	Referrals received from law enforcement or Human Services.	Yes	Yes Wis. Stat. § 938.78	EVT+1 year and destroy confidential.	Event is the date of child's 18 <sup>th</sup> birthday.	Waived
<b>County Clerk</b>							
CNTY0350	Annual Directories of Public Officials	Annual printed directories of public officials having jurisdiction within the county, prepared and published by the county clerk.	No	No	EVT+1 year and transfer to Wisconsin Historical Society.	Event is the date of publication.	Notify
CNTY0351	Aid to Immigration Societies	Aid for the purpose of inducing immigration to the state.  Appropriations, disbursements, statements from the immigration society and itemized bills.	No	No	EVT+7 years and destroy.	Event is the date of disbursement.	Waived
CNTY0352	Appointments	Governor appointments, elected officials, county board of supervisors, committee appointments, county park commissioners, appointment of Clerk of Courts for juvenile matters.	No	No	EVT+7 years and destroy.	Event is the date appointment ends.	Waived
CNTY0353	Consolidation of Counties	Order for referendum or special election to consolidate counties.	No	No	EVT+7 years and destroy.	Event is the date of the order.	Waived
CNTY0354	Farmland Preservation Records	Detachment and preservation of farmland.  Judgments, agreements and applications.	No	No	EVT+7 years and destroy.	Event is the date of creation.	Waived
CNTY0355	Forest Products	Notice of cutting forest products.  Notices to town chairpersons regarding harvesting of raw forest products.	No	No	EVT+7 years and destroy.	Event is the date of the notice.	Waived

<b>RDA Number</b>	<b>Record Series Title</b>	<b>Series Description</b>	<b>PII (See III. above)</b>	<b>Confidential (See IV. above)</b>	<b>Minimum Retention and Disposition</b>	<b>Event Description</b>	<b>WHS Notification</b>
<b>CNTY0356</b>	Mosquito Control	District records for mosquito control.  Records pertaining to mosquito control districts.	No	No	EVT+7 years and destroy.	Event is the date of creation.	Waived
<b>CNTY0357</b>	Municipal Judgments	Municipal collection of judgments.  Receipts and reports from municipal clerks paid to county treasurer. Names of municipal judges, amount of monies collected, date of collection, defendant name, cause of action and date of the summons and judgment.	No	No	EVT+7 years and destroy.	Event is the date the funds are received by the treasurer.	Waived
<b>CNTY0358</b>	Oaths of Office	County officers oaths and bonds.	No	No	EVT+7 years and destroy.	Event is the date of the oath and/or bond.	Waived
<b>CNTY0359</b>	Removal and Resignation from Office	Removals and resignations from public office.  Testimony and proceedings of removal from office and resignations of public officers.	No	No	EVT+7 years and transfer to Wisconsin Historical Society.	Event is the date of removal or resignation.	Notify
<b>CNTY0360</b>	School Tuition Claims	Tuition claims for nonresident pupils or adults for which services were provided during the preceding year.	No	No	EVT+7 years and destroy.	Event is the end of the school year.	Waived
<b>CNTY0361</b>	Veterans Burials	Records of financial assistance and care of veteran's burials.  Soldiers' grave records including care of and financial assistance for burials.	Yes	No	EVT+7 years and destroy confidential.	Event is the date of assistance.	Waived
<b>County Clerk – County Board</b>							
<b>CNTY0400</b>	County Board Ordinances	County Board approved ordinances. May include county zoning ordinance, petition for amendments, agricultural use.	No	No	EVT+6 years and transfer to Wisconsin Historical Society.	Event is the date of publication of the same in the official proceedings of the board, Wis. Stat. § 59.42(4)(b)1.	Notify

<b>RDA Number</b>	<b>Record Series Title</b>	<b>Series Description</b>	<b>PII (See III. above)</b>	<b>Confidential (See IV. above)</b>	<b>Minimum Retention and Disposition</b>	<b>Event Description</b>	<b>WHS Notification</b>
<b>CNTY0401</b>	Proceedings	County Board proceedings, committee proceedings, original papers and reports, official publications, publication fees.	No	No	EVT+7 years and transfer to Wisconsin Historical Society.	Event is the date of the proceeding.	Notify
<b>CNTY0402</b>	County Board Resolutions	County Board approved resolutions.	No	No	EVT+6 years and transfer to Wisconsin Historical Society.	Event is the date of publication of the same in the official proceedings of the board.	Notify
<b>CNTY0403</b>	Statistical Reports	Statistical reports of the county clerk to the county board.	No	No	EVT+2 years and destroy.	Event is the date the report given to county board.	Waived
<b>Elections – Retentions in this section based on Wis. Stat. § 7.23</b>							
<b>CNTY0450</b>	Federal Election Records	Federal election records other than registration cards. Applications for absentee ballots, all other election materials and supplies, ballots, certified lists of all candidates, election notices, election records other than registration cards, sample ballots, election returns, inspector's statements, tally sheets, lists and envelopes.	No	No	EVT+22 months and destroy.	Event is the date of election unless contested, then by court order.	Waived
<b>CNTY0451</b>	State and Local Election Records	Applications for absentee ballots, all other election materials and supplies, certified lists of all candidates, election records other than registration cards, sample ballots, election returns, inspector's statements, tally sheets, lists and envelopes, nomination papers for political party and county offices.	No	No	EVT+90 days and destroy.	Event is the date of election.	Waived
<b>CNTY0452</b>	Ballots State and Local	State and local ballots.	No	No	EVT+30 days and destroy.	Event is the date of election.	Waived
<b>CNTY0453</b>	Ineligible Voter Registration Cards	Registration cards from electors whose registrations are changed to ineligible status.	No	No	EVT+4 years and destroy.	Event is the date voter status updated to ineligible.	Waived

<b>RDA Number</b>	<b>Record Series Title</b>	<b>Series Description</b>	<b>PII (See III. above)</b>	<b>Confidential (See IV. above)</b>	<b>Minimum Retention and Disposition</b>	<b>Event Description</b>	<b>WHS Notification</b>
<b>CNTY0454</b>	Certificate of Election	Election certifications may include reports, statements, determinations.	No	No	EVT+7 years and destroy.	Event is the date of election.	Waived
<b>CNTY0455</b>	Detachable Recording Units	Detachable recording units. Memory card/sticks for voting machines.	No	No	EVT+14 days for primary and 21 days after any other election and destroy.	Event is the date data is transferred to a disk or other recording medium.	Waived
<b>CNTY0456</b>	Election Notices	Election notices, types A-E and special elections. Proof of publication and correspondence.	No	No	EVT+1 year and destroy.	Event is the date of election unless contested, then by court order.	Waived
<b>CNTY0457</b>	Official Canvasses	Official canvasses.	No	No	EVT+10 years and destroy.	Event is the date of election canvass relates to.	Waived
<b>CNTY0458</b>	Recount Fee Record	Recount application and record of recount fees.	No	No	EVT+7 years and destroy.	Event is the date of recount.	Waived
<b>CNTY0459</b>	Registration and Poll Lists	Registration and poll lists for non-partisan elections.	No	No	EVT + 2 years and destroy.	Event is the date of election.	Waived
<b>License</b>							
<b>CNTY0500</b>	Automobile Registration Lists	Automobile Registration Lists. Fleet list of county vehicles.	No	No	EVT+7 years and destroy.	Event is the date issued.	Waived
<b>CNTY0501</b>	Dog License	Dog license reports, fee reports, records, tags, municipal records sold and issued.	No	No	EVT+3 years and destroy.	Event is the year issued.	Waived
<b>CNTY0502</b>	Marriage License Application records	Marriage License documentation. Marriage license applications, records, and papers pertaining to the application, examination and test documentation, consents of parent or guardian and orders of the court waiving waiting period.	Yes	No	EVT+10 years and destroy confidential.	Event is the date of application.	Waived

RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	Minimum Retention and Disposition	Event Description	WHS Notification
<b>Public Lands and Roads</b>							
CNTY0550	Airport Land	County Airport Records funded with State or Federal funds. Acquisition of airport land, orders and maps, protests of proposed zoning amendments in airport affected area.	No	No	EVT+7 years and transfer to Wisconsin Historical Society.	Event is the date the funding is received.	Notify
CNTY0551	Relocation Orders and Award of Compensation	Relocation orders for public infrastructure and award of compensation pursuant to the relocation orders.	No	No	EVT+7 years and destroy.	Event is the date of relocation order.	Waived
CNTY0552	Commendation	Commendation proceedings including county parks and parkways. Commendation proceedings, assessments of benefits, damages made, notice of appeals, publication of final proceedings as a class 2 notice.	No	No	EVT+7 years and destroy.	Event is the date of final determination.	Waived
CNTY0553	County Forest Land records	County forest lands and road aids. Easements, entry and withdrawals of county forest lands, county forest road aids, maps.	No	No	EVT+7 years and destroy.	Event is the date funding received.	Waived
CNTY0554	County Highways	County Highway documents. May include acquisition of land, orders, maps, construction, statements, findings, determinations, and declaration regarding controlled areas, highway jurisdiction maps.	No	No	EVT+7 years and transfer to Wisconsin Historical Society.	Event is the date received by the clerk.	Notify
CNTY0555	County Land	Notices to town assessors setting out lands owned by the county and lands sold by the county.	No	No	EVT+3 years and destroy.	Event is the date sent.	Waived
CNTY0556	District Protection	Public inland lake protection and rehabilitations districts. Special assessment reports from commissioners of district, petitions, objections.	No	No	EVT+7 years and destroy.	Event is the date received.	Waived
CNTY0557	Drainage District	Drainage district, transfer to other jurisdiction. Petitions and resolutions to transfer to other jurisdiction.	No	No	EVT+7 years and destroy.	Event is the date received.	Waived

<b>RDA Number</b>	<b>Record Series Title</b>	<b>Series Description</b>	<b>PII (See III. above)</b>	<b>Confidential (See IV. above)</b>	<b>Minimum Retention and Disposition</b>	<b>Event Description</b>	<b>WHS Notification</b>
<b>CNTY0558</b>	Municipal Power and Water Districts	Records of municipal power and water districts. Resolutions of organization, public service commission reports, petitions, referendum results.	No	No	EVT+7 years and destroy.	Event is the date received.	Waived
<b>CNTY0559</b>	Roads and Highways	State trunk highways, county roads, town road maps, adoption of grades and alterations, petitions for immediate repair to culvert or bridge, appropriations, appeals to county board.	No	No	EVT+7 years and transfer to Wisconsin Historical Society.	Event is the date received.	Notify
<b>Emergency Management</b>							
<b>CNTY0600</b>	Claims Arising During State of Emergency	FEMA claims arising during a state of emergency.	No	No	EVT+121 days and destroy.	Event is the end of current year.	Waived
<b>CNTY0601</b>	Declaration of Emergency	Proclamation, Resolution and/or Ordinance.	No	No	EVT+7 years and destroy.	Event is the end of current year.	Waived
<b>CNTY0602</b>	Emergency Preparedness Plan	Comprehensive emergency management plan, preparedness plan, continuity plans, emergency operations plan, etc.	No	No	EVT+1 month and destroy.	Event is the date superseded.	Waived
<b>CNTY0603</b>	Local Emergency Planning Committee	A listing of current committee members.	No	No	EVT+1 month and destroy.	Event is the date superseded.	Waived
<b>CNTY0604</b>	Local Emergency Response Team - Reimbursement Claim	Hazmat claims sent to the responsible party. The local Emergency Management would then turn pay the responding agency.	No	No	EVT+5 years and destroy.	Event is the date of the reimbursement.  Must give Wisconsin Emergency Management (WEM) 60-days written notice before any such record may be destroyed per Wis. Adm. Code § WEM 6.09.	Waived

RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	Minimum Retention and Disposition	Event Description	WHS Notification
CNTY0605	Mutual Assistance - State of Emergency	A record of requests for mutual assistance during an emergency, National Guard, law enforcement Specialized Multi Agency Response Team (SMART) program, Mutual Aid Box Alarm System (MABAS).	No	No	EVT+7 years and destroy.	Event is the end of current year.	Waived
<b>Emergency Medical Services Program</b>							
CNTY0651	Emergency Medical Services Program	Personnel certification, licensure and/or training documentation.	No	No	EVT+1 month and destroy.	Event is the date superseded.	Waived
CNTY0652	Emergency Medical Services Program Plan(s)	Regulations, policies, resource management, training, priorities for transportation, facilities improvements, communication under the National Highway Traffic Safety Administration, public information and education, etc.	No	No	EVT+1 month and destroy.	Event is the date superseded.	Waived
CNTY0653	Mutual Assistance - State of Emergency	A record of requests for mutual assistance during an emergency, National Guard, law enforcement Specialized Multi Agency Response Team (SMART) program, Mutual Aid Box Alarm System (MABAS).	No	No	EVT+7 years and destroy.	Event is the end of current year.	Waived
<b>Community Development</b>							
CNTY0700	HUD Disaster Recovery Initiative Fund Files	HUD funding documents, application, finances, intake form, social security, tax returns.	No	No	EVT+7 years and destroy.	Event is date of last payout and audit.	Waived
<b>Senior Services</b>							
CNTY0750	Adult Day Care Records	Reports provided by third parties regarding the day care of adults.	No	No	EVT+3 years and destroy.	Event is the end of current year.	Waived
CNTY0751	Area Agency on Aging Reports - includes nutritional meal program summary	Monthly records of Congregate, HDM, Family Care, NOAA, Respite Care, and Shelf Stable meals, Nutrition Education, Volunteer-in-Kind hours provided. Data entered into WellSky/SAMS and rosters and reports generated monthly.	Yes	Yes Wis Stat. § 59.52	EVT+7 years and destroy.	Event is the end of current year.	Waived



<b>RDA Number</b>	<b>Record Series Title</b>	<b>Series Description</b>	<b>PII (See III. above)</b>	<b>Confidential (See IV. above)</b>	<b>Minimum Retention and Disposition</b>	<b>Event Description</b>	<b>WHS Notification</b>
<b>CNTY0752</b>	Benefit Specialist Client Files	Data entered into DSH WellSky/SAMS database.	Yes	Yes  Wis Stats. §§ 46.81 & 59.52 & HSS 245.03	EVT+7 years and destroy.	Event is the date the file is closed.	Waived
<b>CNTY0753</b>	Benefit Specialist Report	Data entered into DHS WellSky/SAMS database.	Yes	Yes  Wis Stat. § 46.81	EVT+1 month and destroy.	Event is the date superseded.	Waived
<b>CNTY0754</b>	Client Assessments for Home Delivered Meals and Supportive Services	HDM client initial shorter assessment form, and in-home assessor full assessment form, to determine initial and ongoing eligibility for HDM.	Yes	Yes  Wis. Stat. § 59.52	EVT+3 years and destroy.	Event is the end of current year.	Waived
<b>CNTY0755</b>	Client Files - includes complaints, HDM assessments and pre-authorizations	MCO Family Care preauthorization forms. File of client correspondence: compliments, complaints, reminders of program guidelines, Notice of discontinuation of meals if Not following guidelines.	Yes	Yes  Wis. Stat. § 59.52	EVT+7 years and destroy.	Event is the date the file is closed.	Waived
<b>CNTY0756</b>	Client Nutrition Site Changes, site counts and daily meal counts	Meal Cancellation Logs maintained at each nutrition site and mailed weekly to program supervisor. Weekly reports mailed to supervisor and maintained with monthly records.	No	No	EVT+4 years and destroy.	Event is the end of current year.	Waived
<b>CNTY0757</b>	Client Donation Statements	Suggested donation for HDM meals in previous month. May include Monthly donation statements produced from WellSky/SAMS, printed, and mailed to HDM designee; Family Care claims produced by supervisor and accounting supervisor and mailed to appropriate MCO.	Yes	Yes  Wis. Stat. § 59.52	EVT+3 years and destroy.	Event is the end of current year.	Waived

<b>RDA Number</b>	<b>Record Series Title</b>	<b>Series Description</b>	<b>PII (See III. above)</b>	<b>Confidential (See IV. above)</b>	<b>Minimum Retention and Disposition</b>	<b>Event Description</b>	<b>WHS Notification</b>
<b>CNTY0758</b>	Complaint Grievance File	Rights and grievances.	Yes	Yes Wis Stat. § 59.52	EVT+3 years and destroy.	Event is the end of current year.	Waived
<b>CNTY0759</b>	Congregate Participant Logs Book	Daily log of in-person diners, and their signature, for each nutrition site offering congregate meals. Mailed to supervisor weekly and maintained with weekly & monthly record.	No	No	EVT+7 years and destroy.	Event is the end of current year.	Waived
<b>CNTY0760</b>	Congregate Registration Forms	BADR & GWAAR provided Congregate Registration form for initial eligibility and required annual completion.	No	No	EVT+7 years and destroy.	Event is the end of current year.	Waived
<b>CNTY0761</b>	Contracts Not Related to Purchasing	Vendor's Certificate of Liability.	No	No	EVT+3 years and destroy.	Event is the end of current year.	Waived
<b>CNTY0762</b>	Elder Abuse Reports	Documents related to elder abuse.	Yes	Yes Wis. Stat. § 46.90	EVT+7 years and destroy.	Event is the end of current year.	Waived
<b>CNTY0763</b>	Home Delivered and Congregate Meals, volunteer - in-kind hours	Volunteer in-kind hours for congregate and home delivered meal hours at each nutrition site. Includes volunteer mileage reports.	Yes	Yes Wis. Stat. § 46.85	EVT+7 years and destroy.	Event is the end of current year.	Waived
<b>CNTY0764</b>	Home Delivered Meals, client charge log (roster), and daily vendor order sheet	HDM route sheets, Respite Care Wednesday meals at Lake Mills, monthly roster that records daily meals for each client, and weekly vendor order sheet.	Yes	Yes Wis. Stat. § 59.52	EVT+7 years and destroy.	Event is the end of current year.	Waived
<b>CNTY0765</b>	Information & Assistance (I & A) Files (EOY)	Data entered into WellSky/SAMS. Number of monthly contacts maintained includes ID applications, receipts, and reconciliation books.	Yes	Yes Wis. Stat. § 59.52	EVT+7 years and destroy.	Event is the date of audit.	Waived
<b>CNTY0766</b>	Nutrition Program Records	Nutrition Program Records are maintained by the month and year in supervisor's office.	Yes	Yes Wis. Stat. § 59.52	EVT+3 years and destroy.	Event is the end of current year.	Waived

RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	Minimum Retention and Disposition	Event Description	WHS Notification
CNTY0767	Nutrition Site, quality control sheets	Temperature logs (food & refrigerator/freezer), test trays completed, annual nutrition site inspection.	No	No	EVT+3 years and destroy.	Event is the end of current year.	Waived
CNTY0768	Nutrition Site, registrations	Senior Site Managers receive a carbon copy of the initial short-form HDM assessment and are maintained with other nutrition site documents.	Yes	Yes Wis. Stat. § 59.52	EVT+1 year and destroy.	Event is the end of current year.	Waived
CNTY0769	Senior Center Listing	Web site updated regularly for Senior Center Nutrition Program changes. BADR/GWAAR SharePoint site lists each nutrition program, services, and hours of operation as updated by supervisor.	No	No	EVT+5 years and destroy.	Event is the end of current year.	Waived
CNTY0770	Statistics, operational and cost	Statistics for some programs are generated from WellSky/SAMS. Operational costs -Fiscal	No	No	EVT+5 years and destroy.	Event is the end of current year.	Waived
CNTY0771	Support Group and Doctors List	Informal Doctors list use by staff only-for internal use only.	No	No	EVT+1 year and destroy.	Event is the end of current year.	Waived
CNTY0772	Taxi Program Analysis	Taxi Program Analysis data.	No	No	EVT+3 years and destroy.	Event is the end of current year.	Waived
CNTY0773	Taxi Vouchers	Work Force Development.	Yes	Yes Wis. Stat. § 85.21	EVT+3 years and destroy.	Event is the date audited.	Waived
CNTY0774	Transit Data, Historical, specialized	Historical Specialized Transit Data.	No	No	EVT+7 years and destroy.	Event is the end of current year.	Waived
CNTY0775	Transportation Contracts	Contracts with local Transportation Providers.	No	No	EVT+3 years and destroy.	Event is the end of current year.	Waived
CNTY0776	Volunteer Acknowledgement of Confidentiality, application forms, driver agreements	Senior Dining Program volunteer application.	Yes	Yes Wis. Stat. § 59.52	EVT+3 years and destroy.	Event is the date terminated.	Waived
CNTY0777	Volunteer Card File	Volunteer contact information for annual volunteer recognition invitations.	Yes	Yes Wis. Stat. § 46.85	EVT+7 years and destroy.	Event is the end of current year.	Waived

RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	Minimum Retention and Disposition	Event Description	WHS Notification
<b>Facilities</b>							
CNTY0800	Maps - Original Drawings	County Construction and remodeling plans.	No	No	EVT+10 years and destroy.	Event is the date superseded.	Waived
CNTY0801	Condemned Homes on County Property - Burning of	Records pertaining to properties the county has condemned and now owns, burning and demolition permits and inventories.	No	No	EVT+49 years and destroy.	Event is the date the building is removed.	Waived
<b>Health</b>							
CNTY0850	Medicare Cost Report	Documents related to Medicare reimbursements.	No	No	EVT+7 years and destroy.	Event is the end of the current year.	Waived
CNTY0851	W.I.C. Case Files	Customer records, lead screening specifically for WIC and reports sent to state.	Yes	Yes Wis. Stat. § 19.36(1) 7 C.F.R. § 246.25	EVT+3 years and destroy confidential.	Event is the end of fiscal year.	Waived
<b>Client and/or Family Care</b>							
CNTY0901	Client Listing	This is a report showing how many people were serviced and the type of services provided.	Yes	Yes HIPAA	EVT+1 month and destroy confidential.	Event is the end of current year.	Waived
CNTY0902	Client Record / Patient Care: Adult	Records pertaining to adult care, care coordination records, family care, health check well child adult, blood pressure reports, home care record, immunization records.	Yes	Yes HIPAA	EVT+7 years and destroy confidential.	Event is the end of current year.	Waived
CNTY0903	Client Record / Patient Care: Minor	Records pertaining to childcare, child long term support, care coordination, autism records, family care records, well child check, home care record, immunization records.	Yes	Yes HIPAA	EVT+5 years and destroy confidential.	Date Minor reaches 18 years of age.	Waived
CNTY0904	Health Fair Records	This is a report showing how many people were serviced at fair events and the type of services provided, the record itself is part of the client file.	Yes	Yes HIPAA	EVT+7 years and destroy confidential.	Event is the end of current year.	Waived

RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	Minimum Retention and Disposition	Event Description	WHS Notification
<b>Communicable Disease Records</b>							
CNTY0950	Clinic Record, STD Clinic	Records pertaining to STD testing.	Yes	Yes HIPAA	EVT+7 years and destroy confidential.	Event is the end of current year.	Waived
CNTY0951	Immunization Administration Record	Record of vaccine administration to children and adults.	Yes	Yes HIPAA	Permanent Wis. Stat. § 19.36(1) 42 U.S.C. 300aa-25 (Supp. 1987) National Childhood Injury Act of 1986, Section 2125 PHS Act	N/A	N/A
CNTY0952	Referral Listing	List of possible resources to refer a client to.	No	No	EVT+7 years and destroy.	Event is the end of current year.	Waived
CNTY0953	Signature of Person to Receive Vaccine or Person Authorized to Make Request for Immunization: Adult	Immunization form signed authorizing the immunization of an adult.	Yes	Yes HIPAA	EVT+10 years and destroy confidential.	Event is the end of current year.	Waived
CNTY0954	Signature of Person to Receive Vaccine or Person Authorized to Make Request for Immunization: Minor	Immunization form signed authorizing the immunization of a minor.	Yes	Yes HIPAA	EVT+10 years and destroy confidential.	Event is the date of child's 18 <sup>th</sup> birthday.	Waived
<b>Community Education</b>							

RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	Minimum Retention and Disposition	Event Description	WHS Notification
CNTY1000	Curriculum	Educational materials, evaluations, program materials.	No	No	EVT+7 years and transfer to Wisconsin Historical Society.	Event is the end of current year.	Notify
<b>Environmental Health Records</b>							
CNTY1050	Health Hazard Investigations	Any investigation into a complaint as it relates to the County Human Health Hazard Ordinance.	No	No	EVT+7 years and destroy.	Event is the end of current year.	Waived
CNTY1051	Licensed Establishments Inspection Reports	Any inspection done by a sanitarian through either a complaint or regular inspection.	No	No	EVT+3 years and destroy.	Event is the end of current year.	Waived
CNTY1052	Water Sample Reports	These are well water tests done for households with a pregnant person. Samples are tested at the Wisconsin State Lab of Hygiene. This also includes sampling of pools and hot tubs in hotels and other recreational facilities, it also includes public swimming water.	No	No	EVT+7 years and destroy.	Event is the end of current year.	Waived
<b>Adolescent &amp; Family Services / Juvenile</b>							
CNTY1100	Adolescent & Family Services Census Sheets	Census sheets.	No	No	EVT+1 month and destroy.	Event is the date superseded.	Waived
CNTY1102	Adolescent & Family Services Client Records	Client index card files, client listing, client logs.	Yes	Yes Wis. Stats. §§ 48.396 and 938.396	EVT+7 years and destroy confidential.	Event is the date of child's 19 <sup>th</sup> birthday.	Waived
CNTY1103	Original Offense Report	Documentation regarding client offense reports.	No	No	EVT+2 years and destroy.	Event is the end of current year.	Waived
CNTY1104	Permission Slips (Residents)	Resident permission slips.	No	No	EVT+2 years and destroy.	Event is the end of current year.	Waived

RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	Minimum Retention and Disposition	Event Description	WHS Notification
CNTY1105	Resident Juvenile Case Files, secure	Documents pertaining to juvenile residents in a secured facility.	Yes	Yes Wis. Stats. §§ 48.396 and 938.396	EVT+10 years and destroy confidential.	Event is the date case is closed.	Waived
CNTY1106	Resident Juvenile Case Files, shelter care	Documents pertaining to juvenile residents in a sheltered care.	Yes	No	EVT+7 years and destroy confidential.	Event is the date case is closed.	Waived
CNTY1107	Resident Medical Treatment Records	Medical treatment of clients under the care of a residential care center.	Yes	Yes HIPAA	EVT+7 years and destroy confidential.	Event is the end of current year.	Waived
CNTY1108	Resident Medication Log	A listing of medications given to residents of a care center.	Yes	No	EVT+1 month and destroy confidential.	Event is the date superseded.	Waived
CNTY1109	Shelter Care Secure Admission Register	Records pertaining to clients served at secured care facilities.	Yes	No	Permanent	N/A	N/A
CNTY1110	Unit Log (Male & Female)	Listing of residents at a residential care facility.	No	No	EVT+2 years and destroy confidential.	Event is the end of current year.	Waived
<b>Intake Shared Services</b>							
CNTY1150	Child Abuse and Neglect / Child Welfare Client Records	Child Protective Services (CPS) case records, Child Welfare (CW) case records, intake & shared services client records, intake access contact listing.	Yes	Yes Wis. Stat. § 48.396	EVT+7 years and destroy confidential.	Event is the date the case is closed.	Waived
CNTY1151	Kinship Care Client Records	CPS case records, YJ case records, Kinship Care records.	Yes	Yes Wis. Stat. § 48.396	EVT+7 years and destroy confidential.	Event is the date of child's 18 <sup>th</sup> birthday.	Waived
<b>Long Term Care</b>							
CNTY1200	Long Term Care Client Listing	Client listing, client log.	Yes	Yes	EVT+1 month and destroy confidential.	Event is the date superseded.	Waived

<b>RDA Number</b>	<b>Record Series Title</b>	<b>Series Description</b>	<b>PII (See III. above)</b>	<b>Confidential (See IV. above)</b>	<b>Minimum Retention and Disposition</b>	<b>Event Description</b>	<b>WHS Notification</b>
<b>CNTY1201</b>	Long Term Care Client Records - Developmentally Disabled	Client records and reports pertaining to the care of long-term clients.	Yes	Yes  Wis. Stat. § 48.396	EVT+7 years and destroy confidential.	Event is the date case is closed.	Waived
<b>Mental Health AODA / Clinical Services</b>							
<b>CNTY1250</b>	Clinical Services Division Client Records	Outpatient Integrated Behavioral Health Clinic: Assessment documents, treatment planning, consent paperwork, progress Notes, discharge paperwork, releases of information, collateral documents, PPS, HIPAA and Clinical Reviews	Yes	Yes  Wis. Admin. Code chs. DHS 75 and 92	EVT+7 years and destroy confidential.	Event is the end of the current year.	Waived
<b>CNTY1251</b>	Community Support Program (CSP) Admissions, Referrals, and Discharge Logs	In-depth assessments, discharge and opening records and referrals.	Yes	Yes  Wis. Admin. Code §§ DHS 63.15 and 92.12	EVT+7 years and destroy confidential.	Event is the date of discharge.	Waived
<b>CNTY1252</b>	Community Support Program (CSP) and Day Treatment (DT) Client Review Notes for State Audit	The Client Review Notes, supervision log for review at the state audit.	Yes	Yes  Wis. Admin. Code §§ DHS 63.15 and DHS 92.12	EVT+7 years and destroy confidential.	Event is the end of current year.	Waived
<b>CNTY1253</b>	Community Support Program (CSP) Client Review Log	Client review logs.	Yes	Yes  Wis. Admin. Code §§ DHS 63.15 and DHS 92.12	Permanent	N/A	N/A
<b>CNTY1254</b>	Community Support Program (CSP) Client Waiting Lists	Waiting list are compiled for the year and retained through state reporting.	Yes	Yes  Wis. Admin. Code §§ DHS 63.15 and DHS 92.12	EVT+1 month and destroy confidential.	Event is the date superseded.	Waived



<b>RDA Number</b>	<b>Record Series Title</b>	<b>Series Description</b>	<b>PII (See III. above)</b>	<b>Confidential (See IV. above)</b>	<b>Minimum Retention and Disposition</b>	<b>Event Description</b>	<b>WHS Notification</b>
<b>CNTY1255</b>	Community Support Program (CSP) Statistics	Statistics compiled in the annual report are retained permanently.	No	No	Permanent  Statistics can be needed for funding and grants and CSP is a long-term program.	N/A	N/A
<b>CNTY1256</b>	Complaint Investigations	Complaint Investigations against staff.	No	No	EVT+7 years and destroy.	Event is the date of settlement	Waived
<b>CNTY1257</b>	Court Commitment Tracking Sheets	Documents pertaining to court commitments of a client.	Yes	Yes  Wis. Admin. Code §§ DHS 63.15 and DHS 92.12	EVT+1 month and destroy confidential.	Event is the date superseded.	Waived
<b>CNTY1258</b>	Day Treatment and Group Home Waiting Lists	A listing of clients waiting to receive treatment and or placement in a group home.	Yes	Yes  Wis. Admin. Code §§ DHS 63.15 and DHS 92.12	EVT+1 month destroy confidential.	Event is the date superseded.	Waived
<b>CNTY1259</b>	Day Treatment Attendance Sheets	Client attendance sheet.	No	No	EVT+1 month and destroy.	Event is the end of current year	Waived
<b>CNTY1260</b>	Day Treatment Statistics	Reports pertaining to the treatment of clients for statistical purposes and reimbursement.	No	No	EVT+2 years and destroy.	Event is the end of current year.	Waived
<b>CNTY1261</b>	Disease Indexing	An index of diseases treated.	No	No	Permanent	N/A	N/A
<b>CNTY1262</b>	Employee Blood Born Pathogen Records	Employee blood born pathogen records.	Yes	Yes	EVT+30 years and destroy confidential.	Event is the date terminated.	Waived
<b>CNTY1263</b>	Hospital Census Sheets / Demographic	Hospital census sheets and demographic records.	No	No	EVT+10 year and destroy.	Event is the end of current year.	Waived

<b>RDA Number</b>	<b>Record Series Title</b>	<b>Series Description</b>	<b>PII (See III. above)</b>	<b>Confidential (See IV. above)</b>	<b>Minimum Retention and Disposition</b>	<b>Event Description</b>	<b>WHS Notification</b>
<b>CNTY1264</b>	Medical Staff Credential Files With Disciplinary Action	Medical staff credential files with disciplinary action.	Yes	Yes	Permanent	N/A	N/A
<b>CNTY1265</b>	Medical Staff Credential Files Without Disciplinary Action	Medical staff credential files without disciplinary action.	No	No	EVT+7 years and destroy.	Event is the date terminated.	Waived
<b>CNTY1266</b>	Nursing Schedules	Work schedules.	No	No	EVT+5 years and destroy.	Event is the end of current year.	Waived
<b>CNTY1267</b>	OBRA Screening (Omnibus Budget Reconciliation Act)	OBRA Screening (Omnibus Budget Reconciliation Act).	No	No	EVT+1 year and destroy.	Event is the end of current year.	Waived
<b>CNTY1268</b>	Patient Treatment Survey	Surveys received from clients.	No	No	EVT+1 year and destroy.	Event is the date the survey is complete.	Waived
<b>CNTY1269</b>	Payee Client Files	Payment information for client.	No	No	EVT+2 years and destroy.	Event is the end of current year.	Waived
<b>CNTY1270</b>	Petty Cash Vouchers	Vouchers used for small items to assist clients.	No	No	EVT+1 month and destroy.	Event is the date superseded.	Waived
<b>CNTY1271</b>	Physician's Registry	A registry of all attending physicians.	No	No	Permanent	N/A	N/A
<b>CNTY1272</b>	Quality Assurance	Actions taken to ensure process are efficient and client needs are met.	No	No	EVT+1 year and destroy.	Event is the date the survey is complete.	Waived
<b>CNTY1273</b>	Supervision Log	Logs and documentation for monitoring staff.	No	No	EVT+3 years and destroy.	Event is the end of current year.	Waived
<b>CNTY1274</b>	Survey's - Title XIX	Survey of treatment for state medical assistance programs.	No	No	EVT+15 years and destroy.	Event is the end of current year.	Waived
<b>Environmental Health</b>							
<b>CNTY1300</b>	Animal Bite Files	Any animal bite that is associated with a possible rabies bite is documented in a state-owned system Wisconsin Electronic Disease Surveillance System.	No	No	EVT+10 years and destroy.	Event is the end of current year.	Waived

<b>RDA Number</b>	<b>Record Series Title</b>	<b>Series Description</b>	<b>PII (See III. above)</b>	<b>Confidential (See IV. above)</b>	<b>Minimum Retention and Disposition</b>	<b>Event Description</b>	<b>WHS Notification</b>
<b>CNTY1301</b>	Animal Bite Log	Logs are kept for all animal bites that result in a Rabies test. This log is just for our own documentation purposes and the data is entered into the state-owned system Wisconsin Electronic Disease Surveillance System.	No	No	EVT+1 year and destroy.	Event is the end of current year.	Waived
<b>CNTY1302</b>	Environmental Department Audit	Agent of the State Program Evaluations from Department of Agriculture, Trade, and Consumer Protection.	No	No	EVT+1 month and destroy.	Event is the date superseded.	Waived
<b>CNTY1303</b>	Food & Liquor License Establishments	Documentation for food serving establishments in the County with a license.	No	No	EVT+7 years and destroy.	Event is the Event is the end of current year.	Waived
<b>CNTY1304</b>	Food Borne Illness / Establishment Complaint Files	Complaints from the public regarding food borne illnesses that may be associated with an establishment as required by the DATCP Inspection Program.	No	No	EVT+7 years and destroy.	Event is the date the complaint is filed.	Waived
<b>CNTY1305</b>	Food Sample Reimbursement Documentation	Any documentation related to cost associated with food samples provided and tested during a foodborne outbreak.	No	No	EVT+7 years and destroy.	Event is the end of current year.	Waived
<b>CNTY1306</b>	Hotel / Motel Inspections	All inspection results associated with Hotels and Motels in the County as part of the DATCP Inspection Program.	No	No	EVT+3 years and destroy.	Event is the end of current year.	Waived
<b>CNTY1307</b>	Inspections for Peddler's Permits	Inspection reports & permits for hand-to-hand goods being sold.	No	No	EVT+3 years and destroy.	Event is the end of current year.	Waived
<b>CNTY1308</b>	Lead Inspections (Poisonous & Non-Poisonous)	Lead inspections of homes where children reside who have elevated blood lead levels Noted in children.	No	No	EVT+7 years and destroy.	Event is the end of current year.	Waived
<b>CNTY1309</b>	Public Campgrounds	List and possible inspection information associated with campgrounds as part of the DATCP Inspection Program.	No	No	EVT+3 years and destroy.	Event is the end of current year.	Waived
<b>CNTY1310</b>	Recreational Educational Camps	List and possible inspection information associated with recreational campgrounds as part of the DATCP Inspection Program.	No	No	EVT+3 years and destroy.	Event is the end of current year.	Waived
<b>CNTY1311</b>	Reimbursement Reports	Reports for reimbursement through the DATCP Inspection Program.	No	No	EVT+1 year and destroy.	Event is the end of current year.	Waived

<b>RDA Number</b>	<b>Record Series Title</b>	<b>Series Description</b>	<b>PII (See III. above)</b>	<b>Confidential (See IV. above)</b>	<b>Minimum Retention and Disposition</b>	<b>Event Description</b>	<b>WHS Notification</b>
<b>CNTY1312</b>	Restaurant & Retail Consumer Complaints	All Complaints related to restaurants and retail consumers.	No	No	EVT+10 years and destroy.	Event is the end of current year.	Waived
<b>CNTY1313</b>	Retail Food Establishment Inspections	Any inspection of a school food services and its findings through the DATCP Inspection Program.	No	No	EVT+10 years and destroy.	Event is the end of current year.	Waived
<b>CNTY1314</b>	School Inspection Files	Any inspection of a retail food establishment and its findings through the DATCP Inspection Program.	No	No	EVT+10 years and destroy.	Event is the end of current year.	Waived
<b>CNTY1315</b>	Swimming Pool Inspections	All inspection findings of swimming pools.	No	No	EVT + 3 years and destroy.	Event is the end of current year.	Waived
<b>CNTY1316</b>	Temperature Log, Refrigerator & Incubator	Daily log of vaccine freezer and refrigerator in accordance with the state Vaccines for Children Program.	No	No	EVT+10 years and destroy.	Event is the end of current year.	Waived
<b>CNTY1317</b>	Well Inspection Lab Note Log	Logs of well inspections completed. Notes, logs and surveys.	No	No	EVT+7 years and destroy.	Event is the end of current year.	Waived
<b>Human Services</b>							
<b>CNTY1400</b>	Ch. 49 case records & other materials of all public assistance kept as required	Public assistance and children and family services records not listed elsewhere.	No	No	EVT+3 years and transfer to Wisconsin Historical Society.	If no payments have been made for at least 3 years and a face sheet and financial record or payments for each aid account are preserved in accordance with rules adopted by Dept. of Health Services, set out below.	Notify

RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	Minimum Retention and Disposition	Event Description	WHS Notification
CNTY1401	Open Public Assistance Case Records	(1) All data forms: case determination sheets worksheets; medical assistance certification sheets; sheets which document the verification of changeable items, such as income or health status; correspondence to & from applicants & recipients; & any other document needed to support income maintenance agency decisions (2) Sheets which document the verification of unchangeable items, such as social security numbers, birth dates, & citizenship (3) financial record for all payments not on file in CRN.	Yes	Yes  Wis. Stat. § 49.83 Ch. 49 & § 59.52(4)(a) 18 Wis. Stats., Ch. DCF 121 Wis. Adm. Code, and Wis. DCF and/or Wis. DHS directives	EVT+6 years and transfer to Wisconsin Historical Society.	(1) Most recent 6-year period (2) & (3) Date case is closed.	Notify
CNTY1402	Closed Public Assistance Cases & Denied Cases	(1) records specified in CNTY401 (1) above (2) Most recent data form, records specified in CNTY401 (2) above & materials relating to any lack of cooperation on the part of the recipient (3) Most recent data form & record specified in CNTY401 (3) above.	Yes	Yes  Wis. Stat. § 49.83 Ch. 49 & § 59.52(4)(a) 18 Wis. Stats., Ch. DCF 121 Wis. Adm. Code, and Wis. DCF and/or Wis. DHS directives	(1) EVT+3 years (2) EVT+6 years (3) EVT+3 years: and transfer to Wisconsin Historical Society.	(1) & (2) EVT = Date case is closed (3) EVT = Date of Denial.	Notify
CNTY1403	Fraud Unfounded	Records pertaining to unfounded claims for public assistance.	No	No	EVT+3 years and destroy.	Event is date of determination decision.	Waived
CNTY1404	Fraud Founded - referred to D.A.	Records pertaining to fraudulent claims for public assistance to be prosecuted.	Yes	Yes  Wis. Stat. § 56.10	EVT+7 years and destroy confidential.	Event is date of determination decision.	Waived
CNTY1405	Fraud Founded - other	Records pertaining to fraudulent claims for public assistance to be monitored.	Yes	Yes  Wis. Stat. § 56.10	EVT+5 years and destroy confidential.	Event is date of determination decision.	Waived

RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	Minimum Retention and Disposition	Event Description	WHS Notification
<b>Social Services Case File</b>							
CNTY1450	State Required & County Developed Case Documentation	Initial contact sheet; notice of agency action; social services narrative; financial information; any other records documenting client eligibility and activity.	Yes	Yes	EVT+3 years and destroy confidential.	Event is the date case is closed.	Waived
CNTY1451	Social Service Records for Cases Opened for Services	Applications; referral actions not resulting in case opening; miscellaneous requests & correspondence about individual clients from consumer and other agencies which do not result in case opening.	Yes	No	EVT+1 year and destroy confidential.	Event is date of Final action or determination.	Waived
CNTY1452	Protective Payee	Records regarding appointment by the Court to receive and disburse funds on behalf of another to protect that person's financial resources.	Yes	Yes Wis. Stat. § 56.10	EVT+7 years and destroy confidential.	Event is the end of current year.	Waived
<b>Child-Placing Agency</b>							
CNTY1500	Register	Identifying information about children accepted for service or placement.	Yes	Yes Wis. Stat. § 56.10	Permanent	N/A	N/A
CNTY1501	Individual Case Records	Individual Case Records for each child served & his / her family.	Yes	Yes Wis. Stat. § 56.10	EVT+7 years and destroy confidential.	Event is the date case is closed.	Waived
CNTY1502	Individual Foster Home Records	Individual Foster Home Records for each foster home used by the agency, which includes signed applications & agreements.	No	Yes Wis. Stat. § 56.10	EVT+7 years and destroy.	Event is the end of current year.	Waived
CNTY1503	Individual Records of Studied Adoptive Applicants	Individual Records of Studied Adoptive Applicants.	Yes	Yes Wis. Stat. § 56.10	EVT+7 years and destroy confidential.	Event is the end of current year.	Waived

RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	Minimum Retention and Disposition	Event Description	WHS Notification
CNTY1504	Licensing & Certification Records for In-Home & Family Day Care	Adult family homes; foster homes; & group foster homes for children; application or other request forms; inspection & observation check lists; correspondence; other documentation relating to licensing or certification; approved license or certificate.	No	No	EVT+2 years and destroy.	Event is the date license or certificate is no longer active.	Waived
CNTY1505	Licensing & Certification Records for above types of facilities where license or certificate was not approved	Licensing & Certification Records for above types of facilities where license or certificate was not approved.	No	No	EVT+1 year and destroy.	Event is the date of final action or determination.	Waived
CNTY1506	Adoption Records	County agencies providing child welfare services under s. 48.56 or child-placing agencies licensed under s. 48.60, should follow the detailed procedures for adoption information search & disclosure detailed in DCF 53.	Yes	Yes Wis. Stat. § 48.93(1d)	Permanent Wis. Admin. Code § DCF 53.07(1)	N/A	N/A
<b>Land Conservation</b>							
CNTY1550	Agriculture Land Preservation Plan	Plan that defines the County's agricultural preservation policies and guidelines for growth, development, and land preservation.	No	No	EVT+1 month and transfer to Wisconsin Historical Society.	Event is the date superseded.	Notify
CNTY1551	Cost Sharing	Cost-share contracts with landowners to install conservation practices.	Yes	No	EVT+3 years and destroy confidential.	Event is the date of termination or expiration of all contracts signed that year.	Waived
CNTY1552	Land & Water Conservation Designs	Detailed design drawings of land & water conservation designs engineering plans for conservation practices.	No	No	Permanent	N/A	N/A

<b>RDA Number</b>	<b>Record Series Title</b>	<b>Series Description</b>	<b>PII (See III. above)</b>	<b>Confidential (See IV. above)</b>	<b>Minimum Retention and Disposition</b>	<b>Event Description</b>	<b>WHS Notification</b>
<b>CNTY1553</b>	Farm Conservation Plans	Conservation plans that layout tillage and crop rotations to meet tolerable soil loss.	No	No	Permanent  120-GM, 408-98, SCS/CRS(29)(31)(a)	N/A	N/A
<b>CNTY1554</b>	Land and Water Resource Management Plan (LWRM)	10-year plans developed by LWCD and approved by County Board and WI Department of Agriculture, Trade, and Consumer Protection.	No	No	Permanent	N/A	N/A
<b>CNTY1555</b>	Non-Metallic Mining	Nonmetallic mining reclamation permits and plans.	No	No	Permanent	N/A	N/A
<b>Parks and Land Use</b>							
<b>CNTY1600</b>	Annual Registration Tags	Park registration forms and tags.	No	No	EVT+3 years and destroy.	Event is the date the tag is issued.	Waived
<b>CNTY1601</b>	Annual Work Plans	Internal work plans for the year.	No	No	EVT+5 years and destroy.	Event is the end of current year.	Waived
<b>CNTY1602</b>	Culverts, Dams and Bridges	Includes permits, orders, maintenance, and inspection.	No	No	EVT+1 year and destroy.	Event is the date no longer operated and maintained.	Waived
<b>CNTY1603</b>	Facility Reservations	Facilities reservations and rentals: shelter, garden, and room rentals.	No	No	EVT+7 years and destroy	Event is the date of reservation.	Waived
<b>CNTY1604</b>	History of Park	Documentation of history of parks, land acquisition abstracts, photographs, albums, etc.	No	No	Permanent  Used for internal knowledge and future planning	N/A	N/A
<b>CNTY1605</b>	Internal Logs	Employee daily logs, patrol records, check out sheets, maintenance checks.	No	No	EVT+1 year and destroy.	Event is the end of current year.	Waived
<b>CNTY1606</b>	Lifeguard Log	Log of lifeguard activities.	No	No	EVT+2 years and destroy.	Event is the end of current year.	Waived
<b>CNTY1607</b>	Playground Audits	Playground audits, inspections, manufacturer documentation, lawsuits can happen after the equipment is removed.	No	No	Permanent  National Park & Recreation Association recommendation	N/A	N/A



RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	Minimum Retention and Disposition	Event Description	WHS Notification
CNTY1608	Program Registrations	Volunteer waivers, program registrations.	No	No	EVT+7 years and destroy.	Event is the date of last reservation.	Waived
<b>Recycling &amp; Clean Sweep</b>							
CNTY1650	Recycling & Clean Sweep Records	Reports pertaining to clean sweep and recycling of electronics, appliances, monitors, televisions, etc.	No	No	EVT+49 years and destroy.	Event is the end of the current year.	Waived
CNTY1651	Landfill Records	Records pertaining to landfill agreements and plans.	No	No	EVT+49 years and destroy.	Event is the end of the current year.	Waived
<b>Surveyor</b>							
CNTY1700	PLSS Monument Records	Public Land Survey System (PLSS) monument records, section corner monuments and town monument certifications. May include field notes, bearings, distances, government land corner records, section corner monument locations, town monument certifications.	No	No	Permanent Ch.A-E 7 Wis. Adm. Code 59.75, 60.84	N/A	N/A
CNTY1701	Plat of Surveys	Property survey maps known as plat of surveys.	No	No	Permanent Ch.A-E 7 Wis. Adm. Code	N/A	N/A
<b>Zoning and Land Use</b>							
CNTY1750	County Comprehensive Plan	County comprehensive plan and amendments.	No	No	EVT+49 years and destroy.	Event is the date superseded.	Notify
CNTY1751	Board of Adjustment Files	Board of Adjustment Case files, decisions, supporting documents, logs.	No	No	EVT+49 years and destroy.	Event is the end of the current year.	Waived
CNTY1752	Land Use Petitions	Documentation for conditional use permits, rezones, variances and ordinance amendment documentation.	No	No	EVT+49 years and destroy.	Event is the end of the current year.	Waived
CNTY1753	Drainage District Records	Files pertaining to drainage districts. May include circuit court orders, requests to DATCP for approvals of construction plans, DATCP decisions on construction plans, inspection reports, annual reports, minutes of the Drain Board.	No	No	Permanent Wis. Stat. § 88.19(4)(b)	N/A	N/A

<b>RDA Number</b>	<b>Record Series Title</b>	<b>Series Description</b>	<b>PII (See III. above)</b>	<b>Confidential (See IV. above)</b>	<b>Minimum Retention and Disposition</b>	<b>Event Description</b>	<b>WHS Notification</b>
<b>CNTY1754</b>	Erosion and Storm Water Permits	Erosion or storm water permits associated with developments.	No	No	Permanent	N/A	N/A
<b>CNTY1755</b>	Flood Hazard Inquiries, Determinations	Flood maps, inspection documents, determinations, permits.	No	No	EVT+49 years and transfer to Wisconsin Historical Society.	Event is the end of the current year.	Notify
<b>CNTY1756</b>	Sanitary Permits and Inspection Reports	Permits and inspection reports for sanitary septic systems.	No	No	EVT+49 years and destroy.	Event is the end of the current year.	Waived
<b>CNTY1757</b>	Subdivision Records	Documents pertaining to the creation and development of a subdivision plat, plans, grading, erosion control, soil tests, storm water.	No	No	EVT+49 years and transfer to Wisconsin Historical Society.	Event is the end of the current year.	Notify
<b>CNTY1758</b>	Violation Files	Violation complaints.	No	No	EVT+49 years and destroy.	Event is the end of the current year.	Notify
<b>CNTY1759</b>	Zoning Permits	Applications, approved or rejected permits, inspections, supporting documents, site plans.	No	No	EVT+49 years and destroy.	Event is the end of the current year.	Waived
<b>CNTY1760</b>	Zoning Map	County zoning maps.	No	No	EVT + 100 years and transfer to Wisconsin Historical Society.	Event is until superseded.	Notify

RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	Minimum Retention and Disposition	Event Description	WHS Notification
<b>Register of Deeds</b>							
<b>CNTY1800</b>	Recorded Real Estate Records	Instruments and writings authorized by law to be recorded in the office of Register of Deeds. These include all documents that pertain to real property, with a recorded document number and/or volume and page. Includes annexations, articles of incorporation, certified survey maps, condominium instruments, deeds, federal tax liens, grantor grantee indexes, judgements, land patents, lis pendens, marital property agreements, mineral claims, mortgages, municipal boundaries, name changes, oaths of office, plats, power of attorneys, satisfactions, all recorded documents.	Yes	May contain confidential information.  Wis. Stat. § 786.37(4)	Permanent  Wis. Stat. §§ 59.43(1c)(d) & 59.52(4)(a)(20)	N/A	N/A
<b>CNTY1801</b>	Military Records	Grand Army documents. Discharge certificates, documents of any post.	Yes	Yes  Wis. Stat. §§ 45.04 and 45.05	Permanent  Wis. Stat. §§ 59.43(1c)(j) and 59.52(4)(a)(20)	N/A	N/A
<b>CNTY1802</b>	Vital Records	Vital Records of birth, marriage, death, domestic partnership, termination of domestic partnership, vital records indexes.	Yes	Yes  The majority of recorded documents are public record with some exceptions Wis. Stat. § 69.20	Permanent  Wis. Stat. §§ 59.43(1)(h), 69.01(15)(a), and 69.21	N/A	N/A
<b>CNTY1803</b>	Indexes	Tract, grantor, grantee, vitals, all other indexes to permanent records.	Yes	Yes  Wis. Stat. § 45.04, 69.20, and 786.34(4)	Permanent  Wis. Stat. § 59.43(1c)(d)	N/A	N/A

RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	Minimum Retention and Disposition	Event Description	WHS Notification
CNTY1804	Applications	Vital record applications. Includes birth, marriage, divorce, death, domestic partnership, domestic partnership terminations.	Yes	Yes Wis. Stat. § 69.20, 69.01(26)(b)	EVT+2 years and destroy.	Event is the end of current year.	Waived
CNTY1805	Notice of Removal	Notice of Removal of a human corpse.	Yes	Yes Wis. Stat. § 69.20, 69.01(26)(b)	EVT+1 day and destroy.	Event is the date the record entered into the State Vital Records Information System.	Waived
<b>Sheriff – Identification Bureau</b>							
CNTY1850	Bureau of Identification Sheets	Criminal records, background, physical description, information on charges, court disposition.	Yes	No	Permanent	N/A	N/A
CNTY1851	Civil Process	Civil Process Worksheets, correspondence.	Yes	Yes Wis. Stat. § 19.35(1)(a)	EVT+1 year and destroy.	Event is the end of current year.	Waived
CNTY1852	Death Investigation Negatives, Sensitive in Nature	Pictures, negatives and digital of death investigations.	Yes	Yes Wis. Stat. § 19.35(1)(a)	Permanent	N/A	N/A
CNTY1853	Evidence, Major Cases	Physical evidence of case investigations.	Yes	Yes Wis. Stat. § 165.83(2)	EVT+1 year and destroy.	Event is the date of final appeal.	Waived
CNTY1854	Execution	Records of the steps executed in the test, whether they passed or failed, includes execution logs.	No	No	EVT+7 years and destroy.	Event is the end of current year.	Waived
CNTY1855	Fingerprint Records	Fingerprints that have been taken; fingerprint cards are housed at the Automated Fingerprint Identification System (AFIS) at the Department of Justice.	Yes	Yes Wis. Stat. § 165.83(2)	Permanent Needed for possible future investigations.	N/A	N/A

RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	Minimum Retention and Disposition	Event Description	WHS Notification
CNTY1863	Foreclosure's, Sheriff's Sales	Records pertaining to the foreclosure on real estate property for non-payment of a lien.	No	No	EVT+7 years and destroy.	Event is the date of sale of property.	Waived
CNTY1856	Injunctions	Protection orders.	No	No	EVT+7 years and destroy.	Event is the date of expiration.	Waived
CNTY1857	Mug Shots	Images of a suspect's face for official purposes.	No	No	Permanent	N/A	N/A
CNTY1858	Proof of Service	Documents regarding serving a person legal papers, documents for proof of service to the defendant.	No	No	EVT+7 years and destroy.	Event is the end of current year.	Waived
CNTY1859	Property Inventory Audit	Documentation, maintained in Evidence Room, final report and audit of property seized during an investigation.	No	No	EVT+20 years and destroy.	Event is the date of disposition of property.	Waived
CNTY1860	Restraining Orders	Records pertaining to the court order to prohibit and individual from carrying out a particular action.	No	No	EVT+7 years and destroy.	Event is date closed.	Waived
CNTY1861	Traffic Accident Photos	Photographs taken at an accident scene used to support findings.	No	No	EVT+6 years and destroy.	Event is date of final appeal.	Waived
CNTY1862	Transport Records	Fiscal reports pertaining to transportation of inmates.	No	No	EVT+7 years and destroy.	Event is the end of current year.	Waived
<b>Sheriff – Jail Division</b>							
CNTY1901	Block Check Records	Verification of staff walk through jail block and pods.	No	No	EVT+8 years and destroy.	Event is the end of current year.	Waived
CNTY1902	Booking Records	Personally identifiable information, medical information, and reason for booking.	Yes	No	Permanent Wis. Stat. § 19.35	N/A	N/A
CNTY1903	Canteen Records	Record of commissary orders.	No	No	EVT+7 years and destroy.	Event is the end of current year.	Waived
CNTY1904	Cash-Records	Inmate account files.	No	No	EVT+8 years and destroy.	Event is the end of current year.	Waived
CNTY1905	Daily Bond	Accounting functions that handle inmate financials.	No	No	EVT+8 years and destroy.	Event is the end of current year.	Waived

<b>RDA Number</b>	<b>Record Series Title</b>	<b>Series Description</b>	<b>PII (See III. above)</b>	<b>Confidential (See IV. above)</b>	<b>Minimum Retention and Disposition</b>	<b>Event Description</b>	<b>WHS Notification</b>
<b>CNTY1906</b>	Daily Work Shift Roster/Logs	Tracking of personnel assignments, jailer logs.	No	No	EVT+8 years and destroy.	Event is the end of current year.	Waived
<b>CNTY1907</b>	Daily Inmate Activity Record	Inmates' activity, counseling, or assistance provided, exercise log, disciplinary forms, verification sheets, court orders, visitor log.	No	No	EVT+8 years and transfer to Wisconsin Historical Society.	Event is the end of current year.	Notify
<b>CNTY1908</b>	Huber Inmate Records	Daily inmate roster, incarceration files Huber revocation forms, employer information forms, employer job search.	No	No	EVT+8 years and destroy.	Event is the date of release of inmate.	Waived
<b>CNTY1909</b>	Huber Worksheets	Block check sheets, visitor registration sheets, Huber rules forms.	No	No	EVT+8 years and destroy.	Event is the end of current year.	Waived
<b>CNTY1910</b>	Inmate Medical Records	Medical care given during incarceration.	No	No	EVT+8 years and destroy.	Event is the date of release of inmate.	Waived
<b>CNTY1911</b>	Jail Inmate Register	Listing of current inmates.	No	No	EVT+1 month and transfer to Wisconsin Historical Society.	Event is the date superseded.	Notify
<b>CNTY1912</b>	Jail Kitchen Menu	Menu of food prepared for inmates.	No	No	EVT+1 Month and destroy	Event is the end of current year.	Waived
<b>CNTY1913</b>	Monthly Equipment Check	Inspection of alarms and equipment, stun belts, restraint chair, fire, body scanner.	No	No	EVT+8 years and destroy.	Event is the end of current year.	Waived
<b>Sheriff – Detective Division</b>							
<b>CNTY2001</b>	Field Interrogation	Field interrogation records, evidence records.	Yes	Yes Wis. Stat. § 19.35(1)(a)	EVT+8 years and destroy.	Event is the date case is closed.	Waived
<b>CNTY2002</b>	Internal Investigation Files	Internal investigations of sheriff staff.	No	No	EVT+1 year and destroy.	Event is the date of death of person unless there is open activity on the case.	Waived

RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	Minimum Retention and Disposition	Event Description	WHS Notification
CNTY2003	Juvenile Records	Records pertaining to juvenile investigations.	Yes	Yes Wis. Stat. §§ 48.396 and 938.396	EVT+1 year and destroy.	Event is the date of child's 18 <sup>th</sup> birthday.	Waived
CNTY2004	Polygraph Examinations and Reports	Documentation, maintained on the Computerized Voice Stress Analyzer (CVSA) device and attached to incident reports.	No	No	Permanent	N/A	N/A
<b>Sheriff – Patrol Division</b>							
CNTY2050	False Alarm	Tracking of false alarm calls, including false alarm door opening calls.	No	No	EVT+1 year and destroy.	Event is the end of current year.	Waived
CNTY2051	Intern Records	Records of people with internships through sheriff office.	Yes	No	EVT+5 years and destroy confidential.	Event is the end of current year.	Waived
CNTY2052	School Surveys	School records, references the list of schools, which doors are locked, access, equipment, changes to floor layout.	No	Yes Wis. Stat. § 165.83(2)	EVT+5 years and destroy.	Event is the end of current year.	Waived
<b>Sheriff – Dispatch Center</b>							
CNTY2100	Audio Tapes (e.g. 911)	Audio files of 911 calls, all incoming phone calls.	No	No	EVT+121 days and destroy.	Event is the end of current year.	Waived
CNTY2101	Telecommunication's Radio	Recorded radio communications.	No	No	EVT+120 days and destroy.	Event is the end of current year.	Waived
<b>Sheriff - Records</b>							
CNTY2150	Arrest Records	Record of persons who are arrested for criminal activity.	Yes	No	EVT+8 years and destroy confidential.	Event is the end of current year.	Waived
CNTY2151	Citizen Complaints	Documentation maintained by Division Captain – complaints against a deputy.	Yes	Yes	Permanent Wis. Stat. § 165.85	N/A	N/A

<b>RDA Number</b>	<b>Record Series Title</b>	<b>Series Description</b>	<b>PII (See III. above)</b>	<b>Confidential (See IV. above)</b>	<b>Minimum Retention and Disposition</b>	<b>Event Description</b>	<b>WHS Notification</b>
<b>CNTY2152</b>	Incident Reports / Records	Record of all calls for sheriff services, officer reports.	Yes	No	Permanent  Wis. Stat. §§ 19.35 and 938.396	N/A	N/A
<b>CNTY2153</b>	Laser / Radar Logs	Log used to certify laser and radar measurements.	No	No	EVT+8 years and destroy.	Event is date of end of use.	Waived
<b>CNTY2154</b>	Orders to Produce (Writs)	Court order to bring offender into court.	No	No	EVT+1 month and destroy.	Event is the date superseded.	Waived
<b>Sheriff – Drug Unit</b>							
<b>CNTY2200</b>	Asset Forfeiture Log	Documentation maintained by Drug Task Force – started action to seized someone property, car, etc.	Yes	No	Permanent  Wis. Stat. § 19.35	N/A	N/A
<b>CNTY2201</b>	Asset Forfeitures	Documentation maintained by Drug Task Force monetary asset forfeitures.	Yes	No	EVT+8 years and destroy confidential.	Event is the date given up for auction.	Waived
<b>CNTY2202</b>	Confidential Informant Records	Confidential Informant files and logs – informant files.	Yes	Yes	Permanent  Wis. Stat. § 19.35	N/A	N/A
<b>CNTY2203</b>	Evidence Destruction File	Record of evidence destroyed or disposed of.	No	No	EVT+8 years and destroy.	Event is the date of last appeal.	Waived
<b>CNTY2204</b>	Intelligence Request Log	Requests from another agency.	Yes	Yes	EVT+15 years and destroy confidential.	Event is the end of current year.	Waived
<b>CNTY2205</b>	Known Offender File (KOF) Lawsuits	Lawsuits related to KOF.	No	No	EVT+7 years and destroy.	Event is the date of last appeal.	Waived
<b>CNTY2206</b>	Search Warrants	Search warrants issued through court system.	Yes	No	EVT+1 year and destroy confidential.	Event is the date search completed.	Waived



RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	Minimum Retention and Disposition	Event Description	WHS Notification
CNTY2207	Warrant, Sex offence & Drug Activity Logbook	Documentation in RMS – warrants, sex offence, drug activity – activity surrounding the warrant.	Yes	No	Permanent Wis. Stat. § 19.35	N/A	N/A
<b>Sheriff – Court Services / Warrants</b>							
CNTY2250	Bailiff Activity Report	Bailiff activity reports, schedules, court security reports.	No	No	EVT+3 years and destroy.	Event is the end of current year.	Waived
CNTY2251	Warrant Cards	Arrest warrant, bench warrant – maintained here in case person is detained, apprehended.	Yes	No	EVT+1 year and destroy confidential.	Event is the date of warrant cancellation.	Waived
CNTY2252	Warrant Cancellations	Cancellation of warrants, warrant ledgers, cancelled extradition.	Yes	No	EVT+7 years and destroy confidential.	Event is the date of warrant cancellation.	Waived
CNTY2253	Warrant, problems and complaints	Warrant problems, issues and complaints.	No	No	EVT+7 years and destroy.	Event is the end of current year.	Waived
CNTY2254	Warrants	Warrants, cancelled - gold sheet warrants.	Yes	No	EVT+1 month and destroy confidential.	Event is the date satisfied.	Waived
<b>Sheriff - Administration</b>							
CNTY2301	Contract Logs	Equipment, inter-agency, and MOUs.	Yes	No	EVT+1 year and destroy confidential.	Event is the end of contract year.	Waived
CNTY2302	Conveyance Cards	Record of transporting inmate to another facility.	Yes	No	EVT+3 years and destroy confidential.	Event is the end of current year.	Waived
CNTY2303	Department General Orders	Policy and procedure documents.	No	No	Permanent Wis. Stat. § 19.35	N/A	N/A
CNTY2304	Psychological Evaluations (Employee)	Documentation regarding evaluations on candidates applying for position as deputy, sheriff performance, or critical incident.	Yes	Yes	EVT+15 years and destroy confidential.	Event is the date of termination.	Waived

RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	Minimum Retention and Disposition	Event Description	WHS Notification
<b>Taxes</b>							
<b>CNTY2350</b>	Apportionment of County Taxes	Record book of state and county taxes and special assessments to municipalities to be collected with annual taxes.	No	No	EVT+7 years and destroy.	Event is the date of tax year.	Waived
<b>CNTY2351</b>	Assessments: certified special assessment roll	Record book of certified special assessment roll, includes curb and gutter, water, sewer assessments provide value to the property. Includes statement of new special assessments and payments.	No	No	EVT+7 years and destroy.	Event is the date of collection.	Waived
<b>CNTY2352</b>	Assessments, real property	Value of the real property and value of improvement on the property for assessment valuation, includes sales assessments.	No	No	EVT+7 years and transfer to Wisconsin Historical Society.	Event is the date of collection.	Notify
<b>CNTY2353</b>	Charge Backs	Illegal tax certificates charged back to local tax districts.	No	No	EVT+3 years and destroy.	Event is the end of year after charged back.	Waived
<b>CNTY2354</b>	Discontinued tax key numbers (parcel identification numbers)	Parcel identification numbers that have been discontinued through combining parcels or re-platting of a parcel. The history of the parcel identification number is used to review discrepancies in legal disputes.	No	No	Permanent	N/A	N/A
<b>CNTY2355</b>	Local Assessors	Reports detailing local assessor's work. Includes invoices, receipts.	No	No	EVT+7 years and destroy.	Event is the end of tax year.	Waived
<b>CNTY2356</b>	Lottery cards, signed	Documentation of application for lottery credit to be applied to taxes.	No	No	EVT+4 years and destroy.	Event is the end of collection year.	Waived
<b>CNTY2357</b>	Tax Apportionments	Notices of tax apportionments that are received from the secretary of state and copies of notices of tax apportionment that are sent to local taxing districts.	No	No	EVT+3 years and destroy.	Event is the end of tax year.	Waived
<b>CNTY2358</b>	Tax deeds	Notices of application, certificates of non-occupancy, proofs of service, tax certificates in conjunction with taking of tax deed.	No	No	EVT+15 years and destroy.	End of Year tax deed issued.	Waived

<b>RDA Number</b>	<b>Record Series Title</b>	<b>Series Description</b>	<b>PII (See III. above)</b>	<b>Confidential (See IV. above)</b>	<b>Minimum Retention and Disposition</b>	<b>Event Description</b>	<b>WHS Notification</b>
<b>CNTY2359</b>	Taxes Levied	Detailed statement of all county taxes levied on taxable property, and the purposes for which the taxes were levied and expended.	No	No	EVT+7 years and destroy.	Event is date of the end of collection year.	Waived
<b>CNTY2360</b>	Tax rolls, municipal	Property descriptions, assessments, parcel identification numbers, taxes, tax credits, special taxes, managed forest, etc.	No	No	EVT+15 years and destroy.	Event is date of the end of collection year.	Notify
<b>Veterans</b>							
<b>CNTY2400</b>	Cemetery List	Cemetery records associated with veteran burials. May include sexton list, churches associated with the cemetery	No	No	EVT+1 month and destroy.	Event is the date superseded.	Waived
<b>CNTY2401</b>	Grave Registration Files	Veteran grave site information.	Yes	No	Permanent	N/A	N/A
<b>CNTY2402</b>	Veteran's Benefit Case Files	Financial records, pension cases, medical records, discharge papers, personal correspondence, statements for benefits.	Yes	Yes Wis. Stat. § 45.04(3)	EVT+2 years and destroy confidential.	Event is the death of veteran.	Waived
<b>CNTY2403</b>	Veterans' Personnel Records	Deployment records, performance reports, service treatment records, all records pertaining to veteran's service to our country.	Yes	Yes Wis. Stat. § 45.04(3)	Permanent	N/A	N/A
<b>CNTY2404</b>	Veterans' Relief Records	Short term temporary or one-time payment assistance to veterans or their qualifying dependents.	Yes	Yes Wis. Stat. § 45.04(3)	EVT+10 years and destroy confidential.	Event is the end of the current year.	Waived

**Closed Series**

A closed series contains records that are no longer created, nor are they expected to be in the future.

<b>RDA Number</b>	<b>Record Series Title</b>	<b>Minimum Retention and Disposition</b>	<b>Rationale</b>
	Security Logs	EVT + 3 months and destroy	No longer created.
	Hospital Fiscal Survey	Permanent	No longer created.
	Agency Program Evaluation	EVT + 7 years and destroy	No longer created.
	Communicable Disease Outbreak Records [DOH 4142 (Rev. 8/860 & is complete DOH 9081)] (Original to State Epidemiologist)	EVT + 7 years	Not County record.
	Hep. B / TB Case Records	EVT + 30 years and destroy confidential	Not County record.
	STD Report (4343) - Local Copy (Original to State Epidemiologist)	EVT + 7	Not County record.
	Any record subject to audit, claim, or litigation	Until permission to destroy is obtained from Corporation Counsel	Applies to all records, not a record on its own.
	Reference Materials	Retain as long as administratively useful	Non-record.
	Tickler files, follow-up		Too vague, may apply to many records.
	Department Files	EVT + 3 years and destroy	Too vague, may apply to many records.
	DNR License	EVT + 3 years and destroy	Not County record.
	Factors Database Program	Until superseded	Non-record.
	In-Patient Database	PERM	Non-record.
	Adoption Records	PERM	Not County record.
	Back-Ups		Non-record.
	Guidebooks & Trail Information	Until Superseded	Non-record.

**Revision History**

A listing of changes to this GRS.

<b>Revision Date</b>	<b>Record Series Title</b>	<b>Revision Made</b>
3-20-2023	Care Coordination: Adult	Supersede with Adult Client record series
3-20-2023	Child Long Term Support - Autism Records	Supersede with Child Client record series
3-20-2023	W.I.C. State Reports	Supersede with W.I.C. Case Files
3-20-2023	Clinic Record, blood pressure forms	Supersede with adult client record series
3-20-2023	Family Care Record: Adult	Supersede with adult client record series
3-20-2023	Family Care Record: Minor	Supersede with child client record series

## Revision History

A listing of changes to this GRS.

Revision Date	Record Series Title	Revision Made
3-20-2023	Health Check / Well Child: Adult	Supersede with adult client record series
3-20-2023	Health Check / Well Child: Minor	Supersede with child client record series
3-20-2023	Home Care Record	Supersede with adult or child client record series as appropriate
3-20-2023	Immunization Record: Adult	Supersede with adult client record series
3-20-2023	Immunization Record: Minor	Supersede with child client record series
3-20-2023	Agendas	Supersede with Administrative Records GRS.
3-20-2023	Audits	Supersede with Fiscal and Accounting Records GRS.
3-20-2023	Boiler Plate Forms	Supersede with Administrative Records GRS.
3-20-2023	Calendars	Supersede with Administrative Records GRS.
3-20-2023	Contracts and Agreements	Supersede with Facilities, Purchasing, and Risk GRSs.
3-20-2023	Correspondence – General Staff	Supersede with Administrative Records GRS.
3-20-2023	Correspondence - Senior Level or Elected Official	Supersede with Administrative Records GRS.
3-20-2023	Grants	Supersede with Administrative Records GRS.
3-20-2023	Internal Policies and Procedures	Supersede with Administrative Records GRS.
3-20-2023	Mailing Lists	Supersede with Administrative Records GRS.
3-20-2023	Memorandums of Understanding (MOU) & Service Level Agreements (SLA)	Supersede with Administrative Records GRS.
3-20-2023	Minutes	Supersede with Administrative Records GRS.
3-20-2023	Open Records Requests and Responses	Supersede with Administrative Records GRS.
3-20-2023	Organizational Chart	Supersede with Administrative Records GRS.
3-20-2023	Organizational Planning	Supersede with Administrative Records GRS.
3-20-2023	Press/News Releases	Supersede with Administrative Records GRS.
3-20-2023	Records Retention Schedules	Supersede with Administrative Records GRS.
3-20-2023	Reports (Annual)	Supersede with Administrative Records GRS.
3-20-2023	Reports (Monthly)	Supersede with Administrative Records GRS.
3-20-2023	Strategic Plan	Supersede with Administrative Records GRS.
3-20-2023	Studies – Final Draft	Supersede with Administrative Records GRS.

## Revision History

A listing of changes to this GRS.

Revision Date	Record Series Title	Revision Made
3-20-2023	Court Records	Superseded by SRC 72
3-20-2023	DA Records	Superseded by DA RDAs
3-20-2023	Annual Grant Application	Supersede with Administrative Records GRS.
3-20-2023	Audits, Community Block Grant	Supersede with Fiscal and Accounting Records GRS.
3-20-2023	Grant Awards	Supersede with Administrative Records GRS.
3-20-2023	Access Control List	Supersede with Facilities and Related Records GRS.
3-20-2023	Blueprints	Supersede with Facilities and Related Records GRS.
3-20-2023	Building, Facilities, & Grounds Data	Supersede with Facilities and Related Records GRS.
3-20-2023	County Construction Plans: Final As-Built Drawings	Supersede with Facilities and Related Records GRS.
3-20-2023	County Construction Plans: Final As-Built Drawings (Historically Significant)	Supersede with Facilities and Related Records GRS.
3-20-2023	County Construction Plans: Final As-Built Drawings	Supersede with Facilities and Related Records GRS.
3-20-2023	Constructions Submittals	Supersede with Facilities and Fiscal GRS.
3-20-2023	Environmental Health & Safety Records	Supersede with Fiscal and Accounting Records GRS.
3-20-2023	Equipment, Systems & Vehicle Manuals	Supersede with Facilities and Related Records GRS.
3-20-2023	Fixed Assets	Supersede with Facilities and Related Records GRS.
3-20-2023	Incident Reports	Supersede with Risk and Related Records GRS.
3-20-2023	Inventories	Supersede with Facilities and Related Records GRS.
3-20-2023	Maintenance Job Order Data Sheet	Supersede with Facilities and Related Records GRS.
3-20-2023	Master Project Files	Supersede with Facilities and Related Records GRS.
3-20-2023	Material Safety Data Sheets	Supersede with Facilities and Related Records GRS.
3-20-2023	Monitoring and Surveillance Recordings (facility/non-evidentiary)	Supersede with Facilities and Related Records GRS.
3-20-2023	Warranty Records	Supersede with Facilities and Related Records GRS.
3-20-2023	Asbestos Files	Supersede with Facilities and Related Records GRS.
3-20-2023	Cleaning Log	Supersede with Facilities and Related Records GRS.
3-20-2023	Inspection Cleaning Reports	Supersede with Facilities and Related Records GRS.
3-20-2023	Inspection Reports (Elevator, etc)	Supersede with Facilities and Related Records GRS.

## Revision History

A listing of changes to this GRS.

Revision Date	Record Series Title	Revision Made
3-20-2023	Key Number Listing	Supersede with Facilities and Related Records GRS.
3-20-2023	Natural Gas Usage Manual	Supersede with Administrative Records GRS.
3-20-2023	Parks, substations & highway building survey reports / yearly	Supersede with Administrative Records GRS.
3-20-2023	Project Files	Supersede with Administrative Records GRS.
3-20-2023	Project Log	Supersede with Administrative Records GRS.
3-20-2023	Audit Reports	Supersede with Fiscal and Accounting Records GRS.
3-20-2023	Authorization/Approval for Purchasing Cards	Supersede with Fiscal and Accounting Records GRS.
3-20-2023	Credit Card Receipts or Information Received from Sales	Supersede with Fiscal and Accounting Records GRS.
3-20-2023	Accounts Payable	Supersede with Fiscal and Accounting Records GRS.
3-20-2023	Accounts Receivable	Supersede with Fiscal and Accounting Records GRS.
3-20-2023	Bank Records	Supersede with Fiscal and Accounting Records GRS.
3-20-2023	Balancing Report	Supersede with Fiscal and Accounting Records GRS.
3-20-2023	Chart of Accounts (Object Codes)	Supersede with Fiscal and Accounting Records GRS.
3-20-2023	Collection & Disbursement Reports	Supersede with Fiscal and Accounting Records GRS.
3-20-2023	Collection Case Files - Delinquent and Uncollectable Accounts	Supersede with Fiscal and Accounting Records GRS.
3-20-2023	Income Tax Records	Supersede with Fiscal and Accounting Records GRS.
3-20-2023	Checks	Supersede with Fiscal and Accounting Records GRS.
3-20-2023	Cancelled and Unpaid Check Report	Supersede with Fiscal and Accounting Records GRS.
3-20-2023	Forgery and Stop Payment Records	Supersede with Fiscal and Accounting Records GRS.
3-20-2023	Fund Transfers	Supersede with Fiscal and Accounting Records GRS.
3-20-2023	Deposit Tickets and Books	Supersede with Fiscal and Accounting Records GRS.
3-20-2023	Journal Entries and General Ledger	Supersede with Fiscal and Accounting Records GRS.
3-20-2023	Probate Fees Report	Supersede with Fiscal and Accounting Records GRS.
3-20-2023	Purchase Orders and Requisitions	Supersede with Fiscal and Accounting Records GRS.
3-20-2023	Vendor Information	Supersede with Purchasing & Procurement Records GRS.
3-20-2023	Wires, Bank	Supersede with Fiscal and Accounting Records GRS.

## Revision History

A listing of changes to this GRS.

Revision Date	Record Series Title	Revision Made
3-20-2023	Bonds	Supersede with Fiscal and Accounting Records GRS.
3-20-2023	Bonds – Cancelled	Supersede with Fiscal and Accounting Records GRS.
3-20-2023	Capital Accounting - Accounts Payable Records Special Federal Requirements	Supersede with Fiscal and Accounting Records GRS.
3-20-2023	Capital Accounting - Accounts Payable Records Projects Not Funded with Tax-Exempt Debt	Supersede with Fiscal and Accounting Records GRS.
3-20-2023	Capital Accounting - Project Budget Transactions (Allotments)	Supersede with Budget and Fiscal GRS.
3-20-2023	Budget	Supersede with Budget and Related Records GRS.
3-20-2023	Policies and Procedures Related to Budgeting	Supersede with Administrative Records GRS.
3-20-2023	Budget Documents/ Developments	Supersede with Budget and Related Records GRS.
3-20-2023	Accounts receivable client records	Supersede with Fiscal and Accounting Records GRS.
3-20-2023	Bankruptcy Reports	Supersede with Administrative Records GRS.
3-20-2023	CARS (Community Aids Reporting System) Reports	Supersede with Administrative Records GRS.
3-20-2023	Cash Grant Vouchers	Supersede with Administrative Records GRS.
3-20-2023	Certification of Destruction (Records)	Supersede with Administrative Records GRS.
3-20-2023	Daily Report Activities	Supersede with Administrative Records GRS.
3-20-2023	Daily Deposit Spreadsheets	Supersede with Fiscal and Accounting Records GRS.
3-20-2023	Employee Expense Accounts	Supersede with Fiscal and Accounting Records GRS.
3-20-2023	Fiscal Records, Billing, Budget	Supersede with Fiscal and Accounting Records GRS.
3-20-2023	Grant Reconciliation Working Papers	Supersede with Administrative Records GRS.
3-20-2023	Incident / Injury Reports	Supersede with Risk and Related Records GRS.
3-20-2023	Patient Billing Activity Logs	Supersede with Fiscal and Accounting Records GRS.
3-20-2023	Reconciliation Working papers	Supersede with Fiscal and Accounting Records GRS.
3-20-2023	Wisconsin Fund Grant Program Files	Supersede with Administrative Records GRS.
3-20-2023	Monthly Clinic Statistic Report	Supersede with Administrative Records GRS.
3-20-2023	Requests for Leave, employee	Supersede with Payroll and Related Records GRS.
3-20-2023	Employee Training Log	Supersede with Human Resources and Related Records GRS.



## Revision History

A listing of changes to this GRS.

Revision Date	Record Series Title	Revision Made
3-20-2023	Employee Training Records	Supersede with Human Resources and Related Records GRS.
3-20-2023	Payee Financial and Billing Records	Supersede with Fiscal and Accounting Records GRS.
3-20-2023	Receipts	Supersede with Fiscal and Accounting Records GRS.
3-20-2023	Financial Reports	Supersede with Fiscal and Accounting Records GRS.
3-20-2023	Continuity of Operations (CCOP)/Continuity of Government (COG) Plans	Supersede with Facilities and Related Records GRS.
3-20-2023	Emergency Planning Grants	Supersede with Administrative GRS.
3-20-2023	Hazardous Substance Information	Supersede with Administrative GRS.
3-20-2023	Worker's Compensation Claim	Supersede with Risk and Related Records GRS.
3-20-2023	Board and Commission Appointments/Confirmation (if required)	Supersede with Administrative Records GRS.
3-20-2023	Message to the Board	Supersede with Administrative Records GRS.
3-20-2023	HUD Grantee Performance Reports	Supersede with Administrative Records GRS.
3-20-2023	Labor Standard Projects	Supersede with Administrative Records GRS.
3-20-2023	Sub Grantee Project Files - CDBG (Community Development Block Grant)	Supersede with Administrative Records GRS.
3-20-2023	Sub Grantee Project Files - Home	Supersede with Administrative Records GRS.
3-20-2023	Client Donation Deposits	Supersede with Fiscal and Accounting Records GRS.
3-20-2023	Contract Provider Billing Reports, invoices	Supersede with Fiscal and Accounting Records GRS.
3-20-2023	Day Care Client Billing	Supersede with Fiscal and Accounting Records GRS.
3-20-2023	Long Term Redesign Project	Supersede with Facilities and Related Records GRS.
3-20-2023	Medicare Vans, weekly billings	Supersede with Fiscal and Accounting Records GRS.
3-20-2023	Program Monitor Evaluation (PME) Billing Reports, invoices	Supersede with Fiscal and Accounting Records GRS.
3-20-2023	Project Files, special events	Supersede with Administrative Records GRS.
3-20-2023	Reports, specialized transportation / other	Supersede with Administrative Records GRS.
3-20-2023	Senior Dining Supply Usage Reports	Supersede with Administrative Records GRS.
3-20-2023	Shared taxi Monthly Report	Supersede with Administrative Records GRS.
3-20-2023	Title XIX Billing Statements	Supersede with Fiscal and Accounting Records GRS.
3-20-2023	Volunteer Monthly Reports	Supersede with Administrative Records GRS.

## Revision History

A listing of changes to this GRS.

Revision Date	Record Series Title	Revision Made
3-20-2023	Radon Grants	Supersede with Administrative Records GRS.
3-20-2023	Drug & Alcohol Testing Records	Supersede with Human Resources and Related Records GRS.
3-20-2023	Fuel Usage Records	Supersede with Fleet and Related Records GRS.
3-20-2023	Machinery, time sheets	Supersede with Fleet and Related Records GRS.
3-20-2023	State Gas Reports	Supersede with Administrative Records GRS.
3-20-2023	Vehicle Maintenance Histories	Supersede with Fleet and Related Records GRS.
3-20-2023	Vehicle Usage Reports	Supersede with Fleet and Related Records GRS.
3-20-2023	Affidavit of organization & authority, successful bidders	Supersede with Purchasing and Procurement Records GRS.
3-20-2023	Affidavit of organization & authority, unsuccessful bidders	Supersede with Purchasing and Procurement Records GRS.
3-20-2023	Bid Tabulations	Supersede with Purchasing and Procurement Records GRS.
3-20-2023	Bidder's Proof of Responsibility, successful bidders	Supersede with Purchasing and Procurement Records GRS.
3-20-2023	Bidder's Proof of Responsibility, unsuccessful bidders	Supersede with Purchasing and Procurement Records GRS.
3-20-2023	Bids, successful	Supersede with Purchasing and Procurement Records GRS.
3-20-2023	Bids, unsuccessful	Supersede with Purchasing and Procurement Records GRS.
3-20-2023	Notice to Contractors, successful bidders	Supersede with Purchasing and Procurement Records GRS.
3-20-2023	Notice to Contractors, unsuccessful bidders	Supersede with Purchasing and Procurement Records GRS.
3-20-2023	Performance Bond	Supersede with Purchasing and Procurement Records GRS.
3-20-2023	Background Checks	Supersede with Human Resources and Related Records GRS.
3-20-2023	Department Training Records	Supersede with Human Resources and Related Records GRS.
3-20-2023	Directives & Policies	Supersede with Administrative Records GRS.
3-20-2023	EEO-4 Reports	Supersede with Human Resources and Related Records GRS.

## Revision History

A listing of changes to this GRS.

Revision Date	Record Series Title	Revision Made
3-20-2023	Injury Report Packets	Supersede with Risk and Related Records GRS.
3-20-2023	Obsolete Job Descriptions & any other personnel or employment records made or kept, including but not limited to, application forms or test papers by applicants & other records or decisions pertaining to hiring, promotion, demotion, transfer, layoff or termination, terms of compensation, & selection or training	Supersede with Human Resources and Related Records GRS.
3-20-2023	Performance Evaluations & Medical Records	Supersede with Human Resources and Related Records GRS.
3-20-2023	Personnel Files	Supersede with Human Resources and Related Records GRS.
3-20-2023	Personnel Grievances	Supersede with Human Resources and Related Records GRS.
3-20-2023	Personnel Job Descriptions	Supersede with Human Resources and Related Records GRS.
3-20-2023	Personnel Policy and Procedures Manual	Supersede with Administrative Records GRS.
3-20-2023	Personnel Recruitment	Supersede with Human Resources and Related Records GRS.
3-20-2023	Professional Affiliations / Associations	Supersede with Human Resources and Related Records GRS.
3-20-2023	Training	Supersede with Human Resources and Related Records GRS.
3-20-2023	Union Contracts & Grievance, Mediation & Arbitration Records	Supersede with Human Resources and Related Records GRS.
3-20-2023	Worker's Compensation Claims	Supersede with Risk and Related Records GRS.
3-20-2023	Accrued Paid Leave Credit	Supersede with Payroll and Related Records GRS.
3-20-2023	Deferred Compensation Records	Supersede with Payroll and Related Records GRS.
3-20-2023	Garnishment Records	Supersede with Payroll and Related Records GRS.
3-20-2023	Payroll Records	Supersede with Payroll and Related Records GRS.
3-20-2023	Retirement Records	Supersede with Payroll and Related Records GRS.
3-20-2023	Time Cards	Supersede with Payroll and Related Records GRS.
3-20-2023	Withholdings	Supersede with Fiscal and Payroll GRS.
3-20-2023	Third Party Recovery Records	Supersede with Fiscal and Accounting Records GRS.
3-20-2023	JOBS Participant Records	Supersede with Human Resources and Related Records GRS.

## Revision History

A listing of changes to this GRS.

Revision Date	Record Series Title	Revision Made
3-20-2023	Telephone Call Records	Supersede with Information Technology and Related Records GRS.
3-20-2023	Telecom Maintenance Work Order Files and Logs	Supersede with Information Technology and Related Records GRS.
3-20-2023	County Mining and Yard Waste Contracts	Supersede with Purchasing and Procurement Records GRS.
3-20-2023	Interdepartmental Agreements	Supersede with Administrative Records GRS.
3-20-2023	Land Conservation Grants	Supersede with Administrative Records GRS.
3-20-2023	Log, Chemical Applications	Supersede with Facilities and Related Records GRS.
3-20-2023	Master Park Plan	Supersede with Facilities and Related Records GRS.
3-20-2023	Plans / Construction Documents / Specifications / Drawings	Supersede with Facilities and Related Records GRS.
3-20-2023	Safety Inspection Report	Supersede with Facilities and Related Records GRS.
3-20-2023	Site Plans	Supersede with Facilities and Related Records GRS.
3-20-2023	Study, departmental fee rates	Supersede with Administrative Records GRS.
3-20-2023	Volunteer Information	Supersede with Human Resources and Related Records GRS.
3-20-2023	County Compost Facility Reports	Supersede with Administrative Records GRS.
3-20-2023	County Landfill Agreements	Supersede with Purchasing and Procurement Records GRS.
3-20-2023	Hazardous Waste Collection Grant Program Files	Supersede with Administrative Records GRS.
3-20-2023	Household Hazardous Waste (Clean Sweep)	Supersede with Facilities and Related Records GRS.
3-20-2023	Recycling Grants	Supersede with Administrative Records GRS.
3-20-2023	Service Agreement (MRF)	Supersede with Administrative and Purchasing GRS.
3-20-2023	Solid Waste Management Plan	Supersede with Facilities and Related Records GRS.
3-20-2023	Project, Redistricting, Reapportionment	Supersede with Administrative Records GRS.
3-20-2023	Planning and Zoning Committee Records	Supersede with Administrative Records GRS.
3-20-2023	Process, deposit receipts	Supersede with Fiscal and Accounting Records GRS.
3-20-2023	Account work sheets	Supersede with Fiscal and Accounting Records GRS.
3-20-2023	Bond Receipts	Supersede with Fiscal and Accounting Records GRS.

### Revision History

A listing of changes to this GRS.

Revision Date	Record Series Title	Revision Made
3-20-2023	Contract Employee Files	Supersede with Purchasing and Procurement Records GRS.
3-20-2023	Fire Equipment & Inspection Report	Supersede with Facilities and Related Records GRS.
3-20-2023	Jail billing	Supersede with Fiscal and Accounting Records GRS.
3-20-2023	Surveillance Recordings-Audio/Video	Supersede with Facilities and Related Records GRS.
3-20-2023	Visitor Log	Supersede with Facilities and Related Records GRS.
3-20-2023	Blueprints	Supersede with Facilities and Related Records GRS.
3-20-2023	Contract Municipality Logs	Supersede with Purchasing and Procurement Records GRS.
3-20-2023	Money Transfer Log, Front Desk	Supersede with Fiscal and Accounting Records GRS.
3-20-2023	Petty Cash Vouchers	Supersede with Fiscal and Accounting Records GRS.
3-20-2023	Emergency Personnel Employee Records	Supersede with Human Resources and Related Records GRS.
3-20-2023	Tax Receipts	Supersede with Fiscal and Accounting Records GRS.
3-20-2023	Tax sales records, including sale of tax deeded lands	Supersede with Fiscal and Accounting Records GRS.
3-20-2023	Commemorative Event Information	Supersede with Administrative Records GRS.
3-20-2023	Grave Registration Files	Supersede with Facilities and Related Records GRS.
3-20-2023	Monthly Forms Tally Sheet	Supersede with Administrative Records GRS.

### Related Records Series

Information on other record series in approved GRSs which may relate to the broader functional area of this GRS. These record series are listed to facilitate a more complete understanding of all the record series within the broad scope of this function of government. It may not however contain a complete listing of all records series used within your agency for these types of business records.

RDA Number	Record Series Title	Description	Notes/Comments

## Marathon County Comprehensive Plan 2026 Update Tentative Timeline

Year	Month	Actions/Meetings	Responsible Party/Tentative Meeting Agenda*
<b>2024</b>	July	Formalize Scope	CPZ & NCWRPC
	August	Establish Committee	Executive Committee
	September	Executive Committee	Organize, Draft Public Participation Plan, & Review Existing Plan
	November	Finalize Public Participation Plan (PPP)	Committees & County Board
	December	Executive Committee	Review Demographic Information/Issues/Pillars: Healthiest, Safest, and Most Prosperous, Review Natural Resources & Water Resources
<b>2025</b>	February	Executive Committee	Review Community Character , Health and Human Services & Public Safety & Infrastructure
	April	Executive Committee	Review Land Use & Intergovernmental Cooperation
	June	Executive Committee	Review Education, Workforce Development and Economic Development & Recreation Tourism and Cultural Resources
	August	Executive Committee	Review Implementation
	October	Executive Committee	Review Final Draft Comprehensive Plan
	December	Finalize Draft for County Board Adoption	Standing Committee
<b>2026</b>	January	Review Period	All
	February	Public Hearing	County Board (or where assigned for public hearing)
	February	Adopt by Ordinance	County Board
	March	Plan distribution	Process Complete
			* Subject to Change

NCWRPC: DL

MARATHON COUNTY  
CONSERVATION, PLANNING & ZONING DEPARTMENT

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# **PUBLIC PARTICIPATION PLAN**

**MARATHON COUNTY COMPREHENSIVE PLAN  
2026 UPDATE**

**INSERT DATE OF ADOPTION**

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**MARATHON  
COUNTY**

**DRAFT**  
**Marathon County Comprehensive Plan 2026 Update**  
**Public Participation Plan**

**CONTACTS**

All questions, comments or requests for documents and services may be directed via phone, fax, e-mail or in person to:

Laurie Miskimins, Director  
Marathon County Conservation, Planning and Zoning  
Phone: 715-261-6024  
E-mail: [laurie.miskimins@marathoncounty.gov](mailto:laurie.miskimins@marathoncounty.gov)

or

Jeffrey M. Pritchard, Senior Planner  
Phone: 715-261-6042  
E-mail: [jeff.pritchard@marathoncounty.gov](mailto:jeff.pritchard@marathoncounty.gov)

At: Marathon County Conservation, Planning & Zoning Department  
210 River Drive, Wausau, WI 54403-5449

Documents, meeting minutes and agendas and other information may also be obtained on the County's website at: [www.marathoncounty.gov](http://www.marathoncounty.gov).



# Marathon County Comprehensive Plan 2026 Update Public Participation Plan

Prepared for:

Marathon County Citizens  
Marathon County Executive Committee,  
Marathon County Board of Supervisors  
and  
Participating Municipal Town Boards, Village Boards, City Councils and Plan Commissioners

## Plan Development Oversight Group (Executive Committee)

Kurt Gibbs, Chair	Chris Dickinson, Vice-Chair
John Robinson	Matt Bootz
Randy Fifrick	Brent Jacobson
Jacob Langenhahn	Stacey Morache
Al Drabek	Jennifer Aarrestad

## Project Staff

Laurie Miskimins, Marathon County Conservation, Planning, Zoning & Planning, Director  
Aaron Anklam, MC CPZ Transportation Planner  
Jeff Pritchard, MC CPZ Senior Planner  
Preston Vande Voort, MC CPZ GIS Coordinator  
Dennis Lawrence, North Central Wisconsin Regional Planning Commission (NCWRPC), Director

## Standing Committees

### Environmental Resources Committee

*Jacob Langenhahn, Chairperson*  
*Mike Ritter, Vice-Chair*  
*Randy DeBroux*  
*Al Drabek*  
*John Kroll*  
*Jay Schoenborn*  
*Rick Seefeldt*  
*Kim Ungerer*  
*Marilyn Bhend (Towns and Villages Association)*  
*Tom Mueller (Farming Representative)*

### Executive Committee

*Kurt Gibbs, Chairperson*  
*Chris Dickinson, Vice-Chair*  
*John Robinson*  
*Randy Fifrick*  
*Jacob Langenhahn*  
*Matt Bootz*  
*Brent Jacobson*  
*Stacey Morache*  
*Jennifer Aarrestad*

**Health and Human Services Committee**

*Matt Bootz, Chairperson*  
*Jennifer Aarrestad, Vice-Chair*  
*Bill Conway*  
*Ron Covelli*  
*Chantelle Foote*  
*Randy Radtke*  
*Yee Leng Xiong*

**Human Resources, Finance and Property Committee**

*John Robinson, Chairperson*  
*Gayle Marshall, Vice-Chair*  
*Kurt Gibbs*  
*Kody Hart*  
*Ann Lemmer*  
*Scott Poole*  
*Jordan Reynolds*

**Extension, Education and Economic Development Committee**

*Stacey Morache, Chairperson*  
*Randy Fifrick, Vice Chair*  
*Wayne Hagen*  
*Ann Lemmer*  
*Tom Rosenberg*  
*Rick Seefeldt*  
*Kim Ungerer*

**Infrastructure Committee**

*Randy Fifrick, Chairperson*  
*Chris Dickinson, Vice-Chair*  
*Gary Gisselman*  
*Jasper Hartinger*  
*Brandon Jensen*  
*Tom Seubert*  
*Chris Voll*

**Public Safety Committee**

*Brent Jacobson, Chairperson*  
*Jean Maszk, Vice-Chair*  
*Deb Hoppa*  
*Al Opall*  
*Tim Sondelski*  
*Jason Wilhelm*  
*Yee Leng Xiong*

# MARATHON COUNTY COMPREHENSIVE PLAN 2026 UPDATE PUBLIC PARTICIPATION PLAN

## INTRODUCTION

Marathon County's Public Participation Plan forms the basic framework for achieving an interactive dialogue between local decision makers, County staff, key stakeholders and the citizens of Marathon County. As Marathon County seeks to be a preferred place to live, work, visit and do business – a greater level of public involvement is necessary to ensure that public concerns and aspirations are clearly understood and incorporated into the plan. The public participation procedures must provide for a broad dissemination of proposals and alternatives, public meetings after effective notice, opportunity for written comments, communications programs, information services, provision for open discussion and consideration of and response to public comments.

Marathon County will develop a comprehensive plan in accordance in Section 66.1001 of the Wisconsin Statutes to guide the physical, social and economic development and to promote more informed decision-making.

The following Public Participation Plan has been developed by the Conservation, Planning & Zoning Department (CPZ) to foster internal input from various county staff, departments and committees and external public participation in accordance to Section 66.1001(4)(a) of the Wisconsin Statutes.

## OBJECTIVES FOR PUBLIC INVOLVEMENT

The following levels of public involvement identifies the general public and governmental interaction in order to achieve specific outcomes and objectives in terms of promoting public awareness, education, input, interaction and partnership that Marathon County would like to implement throughout the development of the Marathon County Comprehensive Plan.

## PUBLIC PARTICIPATION PROCESS

### Internal Input Process

**Plan Development Oversight Group:** The Plan Development Oversight Group will be comprised of the Executive Committee and will design a process which includes the appropriate Standing Committee for each of the **ten (10)** topical areas to be addressed in the Comprehensive Plan. The Plan Development Oversight Group has the responsibility of providing background information, a proposed vision, for each of the ten topical areas. The Plan Development Oversight Group will be supported by Standing Committees, Department Heads expertise, and staff from NCWRPC, UW-Extension and Marathon County.

**Standing Committees:** These Committees include the following:

- Environmental Resources Committee
- Executive Committee
- Extension, Education & Economic Development Committee
- Health & Human Services Committee
- Human Resources, Finance & Property Committee
- Infrastructure Committee
- Public Safety Committee

Under the direction of the Plan Development Oversight Group, each Standing Committee will address the following questions:

- What does a preferred place to live look like?
- What does a preferred place to work look like?
- What does a preferred place to visit look like?
- What does a preferred place to do business look like?

Each Standing Committee with the assistance of CPZ staff will identify trends, assets, challenges and opportunities facing Marathon County.

**Department Head Expertise Group & CPZ staff:** The Department Heads and CPZ staff will provide expertise, data, data analysis, studies, etc., to support the Plan Development Oversight Group. The department heads will assist the Plan Development Oversight Group in identifying opportunities, assets, challenges and trends, policy options, and action step options. The department head expertise group will be supported by Marathon County CPZ and NCWRPC staff.

### **Marathon County Department Head Group Input**

This process will focus on Visioning with various county department heads related to determining the issues facing each department and determining how the county meets the goal of being the healthiest, safest and most prosperous county. There will be regular Department Head meeting updates and possible special meetings with all county departments to keep all county departments aware of status, plan, and data needs. These meetings with the Department Heads Group will help to determine the following:

- How do existing/future department programs fit into the 10 Comprehensive Planning Themes?
- What are the trends impacting your department and how will these trends impact our ability to deliver services between now and in the next 15 years?
- How do these identified trends shape or inform the 10 themes?
- Identify how existing/future department programs fit into the 10 Comprehensive Planning Themes.

- Identify trends in your department related to trends in other departments.
- Critical issues facing Marathon County in the next 20 years.
- What is the County's role in influencing or impacting these critical issues?
- Discuss critical issues and county role – similarities/areas needing clarity.
- Identify department primary issues. What are the actions we need to do to address these Primary Issues?
- Identify key actions or strategies each department would implement in the next 5 years to begin addressing the Primary Issues, and
- Identify gaps in policy, services, resources and expertise to implement key actions and strategies in order to accomplish the County's mission.

### **External (Public) Input Process**

Marathon County will foster public participation through the efforts as identified by the following:

During the county-wide comprehensive plan process, every effort will be made to ensure that public meetings are held at one or more public locations, central and convenient to all citizens of Marathon County.

**Existing Community Input Data:** CPZ will incorporate survey data from the LIFE Report survey, (conducted every 2 years). As identified, other community-wide survey data may be incorporated. Note: Survey data specific to focus areas or elements of the plan will also be reviewed as appropriate to each of those chapters.

**Public meetings:** Two rounds of 3 regional open house sessions, 6 meetings in total, will be held with local governments, plan commissions, general-public and other groups in the county. These may be held at local Marathon County Library locations or other public facilities throughout the county.

**Updates to Municipal Officials:** Regular updates to municipal officials will be conducted to ensure they know when upcoming opportunities to participate in the Comprehensive Plan update will be taking place. The officials will be asked to assist by informing their residents and constituents too.

**Community Opinion Survey:** Following the development of updated goals and objectives a community survey will be made available to 1) Confirm if goals are reflective of the Marathon community; and 2) Rank priorities of goals and objectives to better inform Strategic Plan development.

**Website:** Public participation information will be posted on the County’s website to inform and receive input from residents that may not be able to attend public meetings and hearings. CPZ will use the County’s *Comprehensive Plan* webpage for public access to information related to the plan. All information prepared as part of this planning process will be posted. A comment area will also be included to seek citizen input.

## **Public Meeting – Session 1 (Inform):**

### Public participation goal

The purpose of the first public meeting is to inform the public, local governments and various groups of what the comprehensive plan addresses and the process for the update. The public participation goal at this stage is to provide the public with balanced and objective information to assist them in understanding the problems, alternatives, opportunities and/or solutions the County faces; and what is the County’s role in influencing or impacting these critical issues. CPZ will also discuss the Comprehensive Plan during the Eastern and Western Towns Associations meetings.

## **Public Meeting – Session 2 (Consult):**

### Public participation goal

The intent of the second round of public meeting is to obtain public feedback on analysis, alternatives and/or decisions confronting Marathon County, and gather input on priorities for development of the Strategic Plan.

## **Meeting/Hearing Notices**

**Meeting Notices:** Official meeting notices will be prepared for any public meeting or hearing conducted pertaining to the Countywide Comprehensive Plan process. All public hearings held by the County and local plan commissions must comply with applicable notice requirements of the Wisconsin Open Meetings Law. At a minimum, the requirements of Section 19.31 pertaining to public meetings and notification will be met.

**Hearing Notices:** Marathon County will place legal notices of hearings in the County’s official paper, currently the Wausau Daily Herald. Hearing notices will also be placed in other local papers throughout the county as related to the geographic area affected. These may include but are not limited to the Record Review, Wausau City Pages, Wittenberg and Marshfield News Herald. Hearing notices will be published as required by state law and County/Municipality policy.

All government units must place a Class 1 notice at least 30 days prior to a hearing for comprehensive plan adoption or amendments (Section 985.07 and 985.01(1), Wisconsin

Statutes.) A class 1 notice is one newspaper publication at least one week before the act or event (Section 985.07 and 085.01(1), Wisconsin Statutes.

The following information should be included in any notice:

- Name of the government body that will meet.
- Date, time and location of the hearing.
- Name of the applicant, appellant or petitioner.
- Location involved.
- General description of the proposal, application or petition.
- Subject matter, statutory authority (recommended) and notice of any anticipated closed session and any intent to reconvene in open session within 12 hours after completion of a closed session (Section 19.85(2), Wisconsin Statutes).
- Notice of interested persons may present testimony regarding matters on the agenda at the meeting/hearing or in writing to the board prior to a deadline.
- Contact information for further information about the proposal or application.

## **Comprehensive Plan Adoption Process**

PROCEDURES FOR ADOPTING COMPREHENSIVE PLANS. A local governmental unit shall comply with all of the following before its comprehensive plan may take effect:

(a) The governing body of a local governmental unit shall adopt written procedures that are designed to foster public participation, including open discussion, communication programs, information services, and public meetings for which advance notice has been provided, in every stage of the preparation of a comprehensive plan. The written procedures shall provide for wide distribution of proposed, alternative, or amended elements of a comprehensive plan and shall provide an opportunity for written comments on the plan to be submitted by members of the public to the governing body and for the governing body to respond to such written comments. The written procedures shall describe the methods the governing body of a local governmental unit will use to distribute proposed, alternative, or amended elements of a comprehensive plan to owners of property, or to persons who have a leasehold interest in property pursuant to which the persons may extract nonmetallic mineral resources in or on property, in which the allowable use or intensity of use of the property is changed by the comprehensive plan.

(b) The plan commission or other body of a local governmental unit that is authorized to prepare or amend a comprehensive plan may recommend the adoption or amendment of a comprehensive plan only by adopting a resolution by a majority vote of the entire commission. The vote shall be recorded in the official minutes of the plan commission or other body. The resolution shall refer to maps and other descriptive materials that relate to one or more elements of a comprehensive plan. One copy of an adopted comprehensive plan, or of an amendment to such a plan, shall be sent to all of the following:

1. Every governmental body that is located in whole or in part within the boundaries of the local governmental unit.

2. The clerk of every local governmental unit that is adjacent to the local governmental unit that is the subject of the plan that is adopted or amended as described in par. (b) (intro.).

4. After September 1, 2005, the department of administration.

5. The regional planning commission in which the local governmental unit is located.

6. The public library that serves the area in which the local governmental unit is located.

(c) No comprehensive plan that is recommended for adoption or amendment under par. (b) may take effect until the political subdivision enacts an ordinance or the regional planning commission adopts a resolution that adopts the plan or amendment. The political subdivision may not enact an ordinance or the regional planning commission may not adopt a resolution under this paragraph unless the comprehensive plan contains all of the elements specified in sub. (2). An ordinance may be enacted or a resolution may be adopted under this paragraph only by a majority vote of the members-elect, as defined in s. 59.001 (2m), of the governing body. One copy of a comprehensive plan enacted or adopted under this paragraph shall be sent to all of the entities specified under par. (b).

(d) No political subdivision may enact an ordinance or no regional planning commission may adopt a resolution under par. (c) unless the political subdivision or regional planning commission holds at least one public hearing at which the proposed ordinance or resolution is discussed. That hearing must be preceded by a class 1 notice under Ch. 985 that is published at least 30 days before the hearing is held. The political subdivision or regional planning commission may also provide notice of the hearing by any other means it considers appropriate. The class 1 notice shall contain at least the following information:

1. The date, time and place of the hearing.

2. A summary, which may include a map, of the proposed comprehensive plan or amendment to such a plan.

3. The name of an individual employed by the local governmental unit who may provide additional information regarding the proposed ordinance.

4. Information relating to where and when the proposed comprehensive plan or amendment to such a plan may be inspected before the hearing, and how a copy of the plan or amendment may be obtained.

(e) At least 30 days before the hearing described in par. (d) is held, a local governmental unit shall provide written notice to all of the following:



1. An operator who has obtained, or made application for, a permit that is described under s. 295.12 (3) (d).

2. A person who has registered a marketable nonmetallic mineral deposit under s. 295.20.

3. Any other property owner or leaseholder who has an interest in property pursuant to which the person may extract nonmetallic mineral resources, if the property owner or leaseholder requests in writing that the local governmental unit provide the property owner or leaseholder notice of the hearing described in par. (d).

(f) A political subdivision shall maintain a list of persons who submit a written request to receive notice of any proposed ordinance, described under par. (c), that affects the allowable use of the property owned by the person. At least 30 days before the hearing described in par. (d) is held a political subdivision shall provide written notice, including a copy of the proposed ordinance, to all such persons. The notice shall be by mail or in any reasonable form that is agreed to by the person and the political subdivision. The political subdivision may charge each person on the list who receives a notice a fee that does not exceed the approximate cost of providing the notice to the person.

(5) APPLICABILITY OF A REGIONAL PLANNING COMMISSION'S PLAN. A regional planning commission's comprehensive plan is only advisory in its applicability to a political subdivision and a political subdivision's comprehensive plan.

(6) COMPREHENSIVE PLAN MAY TAKE EFFECT. Notwithstanding sub. (4), a comprehensive plan, or an amendment of a comprehensive plan, may take effect even if a local governmental unit fails to provide the notice that is required under sub. (4) (e) or (f), unless the local governmental unit intentionally fails to provide the notice.

A municipality has the authority under s. 236.45 (2) to impose a temporary town-wide prohibition on land division while developing a comprehensive plan under this section. *Wisconsin Realtors Association v. Town of West Point*, 2008 WI App 40, 309 Wis. 2d 199, 747 N.W.2d 681, 06-2761.

The use of the word "coordination" in various statutes dealing with municipal planning does not by itself authorize towns to invoke a power of "coordination" that would impose affirmative duties upon certain municipalities that are in addition to any other obligations that are imposed under those statutes. With respect to the development of and amendment of comprehensive plans, s. 66.1001 is to be followed by the local governmental units and political subdivisions identified in that section. OAG 3-10