

**ORDINANCE No. 2019-01**  
**An Ordinance for Adopting the Wisconsin Municipal Records Schedule**  
**For the Retention and Destruction of Town Records**

WHEREAS, Wis Stat. 19.21(4) Provides Municipalities with the authority to schedule the retention of public records by creating ordinances, and

WHEREAS, The Wisconsin Municipal Records Schedule (WMRS) is an adoptable general records schedule that can be used by Wisconsin municipalities for the administration and disposition of public records, and

WHEREAS, A new schedule was recently approved by the Wisconsin Public Records Board during their 2018 quarterly meeting and is an updated version of the old Wisconsin Municipal Records Manual

NOW, THEREFORE, the Town Board of the Town of Brooklyn, Green Lake County, DOES ORDAIN AS FOLLOWS:

RETENTION OF PUBLIC RECORDS

- (a) *General Records Schedule Adopted.* The Town hereby adopts, by reference, the Wisconsin Municipal Records Schedule (hereinafter, "Records Schedule"), pertaining to the retention and destruction of public records, and approved by the State of Wisconsin Public Records Board (hereinafter, "Records Board") on August 27, 2018. A copy of the Records Schedule will be kept on file in the Town Clerk's office located at N5988 County Road A, Green Lake, Wisconsin and made available for public viewing during regular business hours.
- (b) *Other Records.* In the event the Town creates a record not contemplated by the Records Schedule, the Town may, subject to the Records Board's prior approval, either adopt an applicable record retention schedule set forth by the Records Board, if available, or create its own retention schedule pertaining to the record.
- (c) *Repeal.* All ordinances, or portions thereof, and resolutions, or portions thereof, in conflict with any portion of the Records Schedule are hereby repealed. Any approved Town retention schedule, or portion thereof, for any record not contemplated by the Records Schedule shall remain in full force and effect.
- (d) *Effective Date:* This ordinance shall take effect immediately upon passage and posting or publication as provided by law.

Dated this 12<sup>th</sup> day of November, 2019

TOWN OF BROOKLYN

*Mike Wuest*

Mike Wuest, Town Chairperson

Attest to by the Town Clerk

*Marian Mildebrandt*

Marian Mildebrandt, Town Clerk