

CHAPTER 3
COUNTY GENERAL GOVERNMENT

I. ORGANIZATION

3.01 SELF-ORGANIZED COUNTY

- (1) Election to Become Self-Organized County. In accordance with section 59.03(1) of the Wisconsin Statutes, the County of Kenosha shall operate as a self-organized county wherein the terms of office of county board supervisors and their compensation shall be as follows:
- (a) Terms of office for county board supervisors. County board supervisors shall serve concurrent two-year terms expiring on the third Tuesday in April in the even number years.
 - (b) Compensation of county board supervisors. County board supervisors shall be compensated at an annual salary for all county board and committee services except as provided in (c) and (d), said salaries to be determined by the adoption of a resolution by a majority of the entire board prior to the filing of nomination papers in the year preceding the election of supervisors which salary shall be payable in equal monthly installments. (10/21/97)
 - (c) Salary of county board chairman and vice chairman. The chairman and vice chairman shall be compensated as provided for in subsection (b) above, and shall receive any additional annual compensation as the board allows in accordance with the procedure set forth in subsection (b).
 - (d) Additional compensation. Additional compensation in the form of a per diem to be determined by the procedures set forth in subsection (b) shall be paid to county board supervisors under the following circumstances:
 - 1. To all county board members for attendance at no more than ~~twenty-four~~ twelve meetings in total, (~~36~~ 24 for County Board Chairman ~~effective fiscal year April, 1996~~) held annually for any purpose, (including the required property tours, or attendance at authorized seminars, conventions, meetings or hearings, etc., outside Kenosha County) with provision, however, that said meetings, tours, authorized seminars and conventions, etc., are meetings that start prior to or at 3:00 p.m. and with the further provision that committee members being in attendance at least six hours to qualify for a full per diem and at least three hours to qualify for a half-day per diem. The chairman of the board or the chairman of the committee who presides over the meeting or authorizes attendance shall be responsible for maintaining a per diem record of such attendance and time expended and forwarding records thereof to the Office of Accounts and Budgets. For purposes of this section, any or all of the ~~twenty-four~~ twelve aforementioned meetings may include assignments dealing with county business either within or outside of Kenosha County which are authorized by either the county board chairman or the committee chairman and where there is not a quorum of the committee present, as for example, without limitation due to enumeration, interviewing potential department heads and employees. Per diem will not be paid for regularly scheduled

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meetings. ~~(10/17/95)~~ (4/19/11) *Revisor's Note: This section is effective with the board newly elected in April, 2012.*

- (e) Mileage and expenses. Members of the county board shall be reimbursed for mileage, incidental travel expenses, meals, hotel and transportation expenses pursuant to the provisions of policy resolution #157 as amended. Said resolution being initially adopted on March 5, 1985 and approved on March 16, 1985 by the County Executive. (4/23/85)
- (f) Salary adjustments. No change in the amount or method of compensation paid to members or the chairman or vice chairman of the county board shall take effect during an existing term of office.
- (g) Filling of Vacancies Occurring Within A Term. Vacancies in the office of County Supervisor shall be filled in the following manner: (6/7/16)
 - 1. If the vacancy occurs after the Spring non-partisan election but prior to December 1 of an even numbered year the vacancy shall be filled by an election in the Spring non-partisan election of the odd-numbered year, such election being for the unexpired portion of the term; prior to such an election the County Board Chair shall appoint a successor, in accordance with the provision set forth in section iv 4, who shall be confirmed by the County Board and shall serve until his or her successor is elected at such non-partisan election in the odd numbered year;
 - 2. Except as hereinafter provided, if the vacancy occurs after December 1 of an even numbered year, including at any time during an odd numbered year, the vacancy shall be filled by an election in the Spring non-partisan election of the next even-numbered year; prior to such an election the County Board Chair shall appoint a successor, in accordance with the provision set forth in section iv, who shall be confirmed by the County Board and shall serve until his or her successor is elected at such non-partisan election in the next even- numbered year;
 - 3. If the vacancy occurs after the deadline for filing nomination papers for Spring election in an even numbered year, the County Board Chair may, at his or her discretion, appoint a successor in accordance with the provision set forth in section iv or leave the office vacant:
 - 4. Prior to making an appointment pursuant to the provision set forth herein, the County Board Chair shall advertise for the position in the County's official publication for legal notices for not less than five business days; he or she shall interview all interested candidates and report the qualifications of all such interested persons to the County Board, along with the qualifications of his or her appointee, no later than the first County Board meeting occurring at least twenty days after the final day the advertisement is published. Persons appointed shall be qualified electors and residents of the supervisory district in which the vacancy occurred. All reasonable efforts shall be made to publish the advertisement for the vacant position within ten business days of the effective date of the vacancy.

5. Pursuant to Sec. 19.285, Wis. Stats., if the vacancy is caused by the expiration of the term of an incumbent and a successor has not been determined due to the pendency of a recount or an appeal from a recount determination, the County Board Chair may fill such a vacancy on a temporary basis or leave it vacant. The procedure outlined in section iv for advertising the vacancy and interviewing all applicants need not be followed in such a case; the County Board Chair may simply appoint an individual, who shall be confirmed by the County Board, to serve until such time as a successor is qualified.

(h) Definitions.

1. Annually. For the purpose of determining the number of per diem payments that are allowed as additional compensation to county board supervisors, the term annually for purposes of the Self-Organized County Ordinance shall be defined so as to commence as of the third Tuesday in April and so as to end at midnight on the third Monday in April in the succeeding year.
 2. Attendance. For purposes of determining the number of hours that a county board supervisor is in attendance at a meeting qualifying for a per diem pursuant to the provisions of this ordinance, "attendance" shall mean actual attendance at the meeting and shall be construed to mean or to include time spent traveling to or from the meeting.
- (i) Effective date. This ordinance shall be published as a class one notice under Chapter 985 of the Wisconsin Statutes prior to publication of the notice of the election at which supervisors are to be next elected. It is the intent of the county board of supervisors that this ordinance becomes effective and applied to County Board Supervisors on October 16, 1979. A certified copy of this ordinance or amendments thereto shall be filed with the Secretary of State upon adoption.

II. DEPARTMENTS, AGENCIES, COMMISSIONS

3.10 CORPORATION COUNSEL. (3/4/86)

- (1) Created. Pursuant to the provisions of section 59.07(44), Wisconsin Statutes, the office of Corporation Counsel in and for Kenosha County, Wisconsin is hereby established.
- (2) Appointment. The Corporation Counsel shall be appointed by the County Executive and approved by a majority vote of the County Board.
- (3) Application. In the event of a vacancy in the office of Corporation Counsel, notice of the County Board's intent to fill the vacancy and accept applications for the position of Corporation Counsel shall be published at least once each week for a period of two consecutive weeks in a general circulation newspaper. Said advertisement and notice shall contain the starting salary for the position along with the qualifications required by this ordinance, and a statement that "Kenosha County is an equal opportunity employer".
- (4) Qualifications. Applicants for the position of Corporation Counsel shall have the following qualifications:
 - (a) Be an Attorney of Law, duly licensed to practice his profession before the Supreme Court of the State of Wisconsin and also before the Federal District Courts for the State of Wisconsin;
 - (b) Have at least two years of legal experience preferably in the area of municipal law, comprising of background in at least two of the following subject areas: Municipal Finance, Municipal Labor Relations, Municipal Contracts, Zoning, Assessing, Personal Injury Law, Social Services related litigation, Legislative Lobbying;
 - (c) Preferably have either prior experience or training in the area of parliamentary laws;
 - (d) Preferably have demonstrated prior experience in trial and/or appellate practice and preferably prior experience and/or training in the field of administrative law;
 - (e) Preferably have demonstrated abilities in or knowledge of office management.
- (5) Conflict of Interest. In those instances where the Corporation Counsel deems that a conflict of interest is present, he shall advise the Administration Committee so as to allow said committee an opportunity to retain special counsel.
- (6) Salary. The salary of the Corporation Counsel and the First Assistant shall be set in accordance with the County's pay schedule for non-represented employees.
- (7) Assistants to the Corporation Counsel.
 - (a) First Assistant Corporation Counsel. The Corporation Counsel shall appoint an attorney to be designated as First Assistant Corporation Counsel. The position of First Assistant Corporation Counsel shall be deemed to be supervisory, managerial and confidential in nature. When directed by the Corporation Counsel, the First Assistant shall act as special counsel to the Director of Labor Relations for Kenosha County. An attorney who has served as First Assistant shall be deemed

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eligible and qualified to fill any Assistant Corporation Counsel position which has been vacated or created and shall at all times retain the option of filling any such position. In those areas designated by the Corporation Counsel, the opinions and acts of the First Assistant shall have the same force and effect as if said opinions and acts had been rendered or performed by the Corporation Counsel. The position of First Assistant Corporation Counsel shall not be eliminated except by 2/3 vote of the County Board and an attorney holding the position of First Assistant may be terminated for cause by a 2/3 vote of the County Board pursuant to a due process hearing.

- (b) Assistant Corporation Counsel. Notwithstanding any provision to the contrary, the Corporation Counsel may, when authorized by a majority of the county board, employ one or more assistant corporation counsels to aid him in the performance of his duties. Authorized positions may be filled by either full or part-time employees as determined by the Corporation Counsel. The Corporation Counsel shall provide a minimum of 80 hours per week of work to the offices of the Kenosha County Child Support Agency on paternity, family maintenance and other domestic relations matters.
- (c) Assistants appointed by the Corporation Counsel, shall, upon designation by the Corporation Counsel, have the authority to perform all of the duties of the Corporation Counsel with the exception of those duties relating to labor relations.

(8) Temporary Disability, Vacancy, Resignation and Removal.

- (a) In the event of sickness, temporary vacancy, disability or inability arising from any cause and the Corporation Counsel is unable to perform his duties, the First Assistant Corporation Counsel is empowered to temporarily discharge all the functions of the Corporation Counsel until such time as the Corporation Counsel is able to resume his duties.
- (b) In the event of a vacancy in the office of the Corporation Counsel due to the resignation, death or removal, the vacancy shall be filled by appointment as provided for herein, and the First Assistant Corporation Counsel shall temporarily perform the duties and functions of the Corporation Counsel until such time as the vacancy is filled.
- (c) In the event that the First Assistant Corporation Counsel shall assume the duties of the Corporation Counsel under either subsection (a) or (b), he shall be compensated accordingly.

(9) Removal. The employment of the Corporation Counsel may be terminated for cause at any time with the approval of a majority vote of all the members of the Board.

(10) Private Practice of Law. The Corporation Counsel and First Assistant shall not engage in private trial practice while serving in that position. At no time shall county personnel, equipment or supplies be used for the private practice of law.

(11) Effective Date. This ordinance shall become effective upon adoption by the Kenosha County Board of Supervisors and publication as required by law, with the exception, however, that the present term for the incumbent Corporation Counsel shall extend to the date of the 1982 organizational meeting of the Kenosha County Board of Supervisors.

3.11 PURCHASING POLICY (01/01/2024)

- (1) Intent. It is the intent of this ordinance to promote efficiency, save taxpayer expense, obtain quality goods and services, and promote open competition in the process of purchasing, renting, or leasing goods and services. It is the further intent of this ordinance to protect Kenosha County's legal interests, promote standardization and administration of the purchasing system, to provide uniform regulation and enforcement of purchasing procedures, and improve overall budget control.
- (2) Authority. This ordinance is created pursuant to the authority granted by, without limitation by reason of enumeration, Sections 59.03(1), 59.17, 59.51, and 59.52(6), (7), (9), (29) of the Wisconsin Statutes, as may be amended from time to time.
- (3) Administration. The provisions of this ordinance and regulations duly adopted hereunder shall be administered, supervised, and enforced by the County Executive, Finance Director, the Purchasing Director, and such other officials or employees as the County Executive may hereafter designate or provide.
- (4) Definitions.
 - (a) Bid, Sealed Bid means a formal advertised, open, competitive solicitation in which responses are sealed and opened publicly at a scheduled date and time.
 - (b) Cooperative Purchase means 1. The action taken when two or more entities combine their requirements to obtain advantages of volume purchases, including, but not limited to, administrative savings and other benefits. 2. A variety of arrangements, whereby two or more public procurement entities (or agencies) purchase from the same supplier or multiple suppliers using a single Bid or Request for Proposals (RFP). 3. Cooperative procurement efforts may result in contracts that other entities may piggyback.
 - (c) Piggyback means a form of cooperative purchasing in which an entity will be extended the pricing and terms of an existing contract to another entity. Some entities may competitively award a contract that will include language allowing for other entities to utilize the contract which may be to their advantage in terms of pricing, thereby gaining economies of scale that they normally would not receive if they competed on their own.
 - (d) Professional Services means services rendered by members of a recognized profession or possessing a special skill such as, but not limited to, doctors, lawyers, architects, engineers, accountants, consultants, and human service providers. Such services are generally acquired to obtain information, advice, training, or direct assistance.
 - (e) Proposal, Request for Proposal (RFP) means a solicitation from potential providers that measures various factors along with price to determine the award. Provides for the negotiation of all terms, including price, prior to contract award. May include a provision for the negotiation of best and final offers. May be a single-step or multi-step process.
 - (f) Qualification Based Selection (QBS) means a process that selects the highest qualified firm. The process focuses on qualifications

and competence in relation to the scope and particular needs of the project.

- (g) Quote, Request for Quote (RFQ) means an informal solicitation of pricing information from several sources, either verbal or written, that may or may not be advertised.
 - (h) Request for Qualifications (RFQu) means a document or solicitation, which is issued by a procurement entity to obtain statements of the qualifications of potential responders to gauge potential competition in the marketplace.
 - (i) Responsible Bidder means a business entity or individual who has the financial and technical capacity to perform the requirements of the solicitation and subsequent contract.
 - (j) Responsive Bidder means a business entity or individual who has submitted a bid or proposal that fully conforms in all material respects to the solicitation and all of its requirements, including all form and substance.
 - (k) Sole Source means a situation created due to the inability to obtain competition. A procurement method where only one supplier possesses the unique ability or capability to meet the particular requirements of the solicitation.
 - (l) Solicitation means a process used to obtain prices, terms, and conditions for the procurement of goods and services.
 - (m) Total Cost of Ownership means the total cost over the lifespan of the asset. An analysis technique that takes into account operating, maintenance, the time value of money, disposal, and other associated costs of ownership as well as the residual value of the item.
- (5) Powers and Duties.
- (a) County Executive
 - 1. The County Executive is the chief administrative official and shall have all authority granted by law, including but not limited to, the authority to delegate, or rescind delegation of, any purchasing powers or duties to other Kenosha County officials or employees.
 - (b) Purchasing Director
 - 1. Manage the Division of Purchasing Services which shall have authority over, and provide supervision and support for all procurement transactions covered by this ordinance.
 - 2. Draft procurement rules and procedures for approval by the County Executive to ensure compliance with this ordinance.
 - 3. Conduct formal and informal solicitations for goods and services based on information and specifications provided by County Departments.
 - 4. Develop and maintain, with the approval of the Corporation Counsel as to legal sufficiency, standard forms, terms, conditions, and contract language for bids, quotes, proposals, contracts, and purchase orders.
 - 5. Act as a contracting officer for the County for the responsibilities and duties set forth in this ordinance. The Purchasing Director may sign contracts which fall within his/her authority.
 - 6. The Purchasing Director shall, upon direction of the County Executive or the Finance Director, assist from time to time on

other purchases which do not fall under the duties described in this ordinance.

7. Transfer between departments any goods which are no longer needed by a holding department but which can be used by the receiving department.
8. Except as otherwise directed by the County Executive or the Finance Director, the Purchasing Director may delegate or rescind delegation of purchasing powers or duties to various departments if in the best interests of the County.

(c) Department Heads or Designee

1. Ensure that all purchases conducted by the department are in compliance with this ordinance and approved procurement procedures.
2. Verify that purchases conducted are within the budget appropriation for the department.
3. Obtain necessary approvals for all procurement transactions conducted by and for the department.
4. Identify the needs of the department and draft detailed specifications and/or scope of services as required to conduct solicitations for the goods and services.
5. Confirm that goods or services have been received and are in compliance with the terms and conditions of the specifications or scope of services before payment is issued.

(6) Purchasing Procedures and Methods.

- (a) All purchases shall be conducted in accordance with all applicable Federal, State, and local laws, codes, ordinances, and industry best practices.
- (b) Purchases of goods or services exceeding the sealed bid threshold amount set forth in Wisconsin State Statute 59.52(29), as may be amended or modified by the State of Wisconsin, may be made only after using a competitive process determined by the Purchasing Department. Competitive processes include, but are not limited to, Sealed Bids, Request for Proposals, Quotes, Cooperative Purchases, or Request for Qualifications/Qualification Based Selection.
- (c) All purchases less than the bid threshold amount may be made on the open market and directly from a vendor. Quotes from multiple vendors are encouraged if a fair market price is not known or apparent.
- (d) In addition to the applicable provisions of this ordinance, public works projects shall conform to sections 59.52(29) and 66.0901 of the Wisconsin State Statutes, as may be amended from time to time.
- (e) In accordance with 6(a), the Purchasing Director may waive the competitive process requirement and negotiate with vendors directly for professional services that are not conducive to competition, for items of artistic or aesthetic significance, for goods with specific requirements or need for compatibility, software, for purchases of pre-owned goods or demonstration models of equipment, in cases of immediate need for goods or services due to unforeseen circumstances or when the competitive process is otherwise determined to be impractical or not advantageous to the County. The Purchasing Director may require Department Heads to provide written justification for the need to waive the competitive process and/or may require Department Heads to provide justification to the County Executive and the Finance Committee for approval.
- (f) Specifications and scope of services shall be written to provide for, and encourage, open and equitable competition whenever possible. Specifications and scope of services shall be clear, measurable, drafted to meet the needs of the department, and contain

sufficient information to fully describe the goods or services to be purchased. Restrictive specifications and scope of services shall only be used when reasonably justified to be advantageous to the County.

- (g) Awards of Sealed Bids and Request for Quotes shall be made on the basis of the lowest responsible, responsive bidder who meets specifications, absent compelling circumstances. Total Cost of Ownership may be used to determine the lowest and most advantageous bid or quote.
 - (h) Each solicitation shall set forth the criteria to be considered in the evaluation of bids, quotes or proposals for award.
 - (i) The Purchasing Director reserves the right to accept or reject any or all bids, quotes, proposals, or options; to waive any technicality or error in a solicitation response, in whole or in part, which is deemed to be in the best interest of the County.
- (7) Emergency Purchases. The County Executive may waive requirements for competitive processes when immediate action is necessary to preserve property, prevent a work stoppage, or to protect the life, health, or welfare of persons. Department heads responsible for the emergency purchases shall provide a written report to the Purchasing Director outlining the circumstances of the emergency within 48 hours and draft a resolution which will be presented to the County Board at its next regular meeting. When the emergency necessitates public work, the County Board shall pass resolutions as stated in Section 59.52(29) of the Wisconsin Statutes, as may be amended from time to time.
- (8) Cooperative Purchases. The County may participate in, sponsor, conduct, or administer cooperative purchasing agreements for the purchase of goods or services. The Purchasing Director shall review and participate in cooperative purchasing opportunities when they are advantageous to the County, thereby reducing the costs of the participating entities thru collective purchasing power. Cooperative procurement shall be made in accordance with public procurement principles of open and equitable competition. The County may also purchase from any other governmental entity without the intervention of bids per Section 66.0131(2) Wisconsin Statutes, as may be amended from time to time.
- (9) Sole Source Purchases. The Purchasing Director shall make "sole source" determinations for all County purchases under his/her control. Sole source purchases exceeding \$50,000.00 shall be approved by resolution of the County Board, before the purchase is made. When a purchase is determined to be and is approved as a "sole source," competitive bidding may be waived and the Purchasing Director shall negotiate the purchase in the County's best interest.
- (10) Violation of Ordinance. Purchases and contracts entered into in violation of this ordinance shall be voidable at the option of Kenosha County. This subsection does not preclude payment to vendors for any goods or services received in good faith by the County. The official or employee responsible for the ordinance violation may be subject to appropriate discipline up to and including termination and Kenosha County reserves the right to pursue all remedies available by law.
- (11) Code of Ethics. All purchases shall be conducted in accordance with the Kenosha County Code of Ethics.
- (12) Exclusions. Transactions for real estate, legal services, utilities, advertising, memberships, travel, and training are exempt from this ordinance. Purchases directly related to highway construction and

maintenance in accordance with Section 83.015 Wisconsin Statutes, as may be amended from time to time, are exempt from this ordinance.

- (13) Severability. Should any section or provision of this ordinance be declared unconstitutional, invalid, or be repealed, the validity of the remainder shall not be affected thereby.

- (14) Effective Date. 1/1/2024

3.12 COUNTY TREASURER - (Repealed 11/6/14)

3.13 COMMUNICATIONS COORDINATOR

- (1) Created.

(a) The County Board of Supervisors establish the position of Communications Coordinator for the County to protect and look after the interest of the County in regard to radio frequencies now held, and possible future frequencies issued to the County.

(b) The responsibility of Communications Coordination for the County shall be assumed by the Highway Safety Coordinator.

- (2) Duties. The Communications Coordinator shall be responsible for the following areas:

(a) Advise units of government as to compatible communications equipment that will not be outdated in a matter of a few years.

(b) Regulate the number of mobile and portable radios on any County frequency to avoid overcrowding.

(c) Refuse use of County frequencies to any unit of government planning to use equipment that is incompatible with County equipment or license.

(d) Prohibit use of County transit frequencies to any private agency or individual.

(e) Any equipment now owned and operated by any unit of government within the County and operated on County frequencies will be deemed appropriate at time of passage of this ordinance.

(f) From the date of passage of this ordinance, any purchase of communications equipment intended to operate on County radio frequencies must be approved in writing by the Communications Coordinator.

(g) All radio assignment numbers on County frequencies will be assigned by the Coordinator.

- (3) Conditions.

(a) Privately owned two-way transmitter-receiver radios will not be allowed to operate on County licensed frequencies after January 1, 1972.

(b) Privately owned transmitter-receiver radios must be disposed of to the proper individuals or corporations or transmitters made inactive with the approval of the Communications Coordinator or these radios will be purchased by the County for fair market value.

- (c) Effective January 1, 1971, only licensed and approved governmental units shall operate two-way radios on any licensed County radio frequency.
- (4) Enforcement.
 - (a) Any person who violates sub. (3)(a) and (b) may be fined not less than \$200 nor more than \$500 and in default of payment thereof shall be imprisoned in the County Jail until such fine and costs are paid, but not to exceed 90 days. Each violation shall be considered a separate offense.
 - (b) Any governmental unit authorized to operate on county licensed frequencies who violates sub. (2)(b), (c), (f) and (g) and sub. (3)(c) shall be suspended from further operation on such frequencies.
 - (c) Any governmental unit authorized to operate on County licensed frequencies who violates proper procedures as outlined by the Federal Communications Commission shall receive a reprimand in writing from the Communications Coordinator. After the issuance of 3 such reprimands, the Board of such governmental unit shall be required to meet with the Sheriff's Committee to show cause why they should not be eliminated from the Communications Service.
 - (d) Par. (a) of this subsection may be enforced by injunction in any court of competent jurisdiction.
- (5) Appeal. Any unit of government may appeal the Communication Coordinator's decision to the Sheriff's Committee and, if not satisfied, to the County Board of Supervisors, who will make the final determination.

3.14 COUNTY DEVELOPMENT CORPORATION

- (1) Establishment. There is established a County Development Corporation in accordance with sec. 59.07(75), Wis. Stats.
- (2) Membership.
 - (a) The County Development Corporation shall consist of 7 members who shall be directors of the Corporation. The Chairman of the County Board shall appoint the members subject to confirmation by the County Board. All members shall be of recognized experience and qualifications and shall represent insofar as practical all labor, industrial, commercial, agriculture, urban and civic groups within the County.
 - (b) There shall also be established an advisory committee to the County Development Corporation which shall consist of a minimum of 20 and a maximum of 30 members. The advisory committee shall be appointed by the Chairman of the County Board after consultation with the members of the County Board and shall be subject to confirmation by the County Board.
- (3) Term.
 - (a) The term of the members of the corporation shall be 3 years commencing on August 1, except that the terms of the initial members of the Corporation shall be as follows:
 - 2 members shall be appointed for 1 year.
 - 2 members shall be appointed for 2 years.
 - 3 members shall be appointed for 3 years.

- (b) The terms of the members of the advisory committee shall be 3 years commencing August 2, except that the terms of the initial members of this committee shall be as follows:
 - 1/3 of such committee shall be appointed for 1 year.
 - 1/3 of such committee shall be appointed for 2 years.
 - 1/3 of such committee shall be appointed for 3 years.
- (4) Compensation. All members shall serve without compensation or expenses.
- (5) Vacancies. Vacancies shall be filled in the same manner as appointments or elections for the unexpired term for those elected for a full term but members elected to fill a vacancy shall serve only for the unexpired term of the member whose vacancy they are filling.
- (6) Organization.
 - (a) The County Development Corporation shall convene at the Courthouse within 30 days after their appointment or election and shall organize and adopt rules for its own government in accordance with the provisions of this section.
 - (b) The Directors of the Corporation shall establish by-laws for the operation of the Corporation. These by-laws shall include:
 - 1. The officers of the Corporation.
 - 2. Regular and special meeting dates.
 - 3. Quorum requirements.
 - 4. Order of business.
 - 5. Recording of actions taken.
 - 6. Such other by-laws as they may deem desirable.
- (7) Powers. The County Development Corporation shall have such powers as may be necessary to enable it to perform its functions and duties and promote county planning and economic development, and including the following:
 - (a) To appoint such agents and employees as may be necessary to carry out its functions.
 - (b) To represent the County in all economic development programs authorized by the Public Works and Economic Development Act of 1965, (P.L. 89-136).
 - (c) To encourage the cooperation of all local governmental units with the County in any matters whatsoever, that relate to planning and economic development.
 - (d) To accept, receive and expend funds, grants, and services from the federal government, or its agencies, and instrumentalities of state and local governments.
 - (e) To make reports and recommendations on any phase of planning or economic development to the County Board, City Council and various municipalities within the City.
- (8) Duties. The County Development Corporation shall have the following functions and duties:
 - (a) Inventory all human resources as well as the physical and natural resources of the area.

- (b) Evaluate these resources, their present use and their potential utilization.
- (c) Determination of the County problems that have caused the economic stagnation, unemployment and under-employment that have plagued the area.
- (d) Find reasonable and attainable solutions for the underlying causes that have brought about the unhealthy economic climate and establish goals and objectives to alleviate these conditions.
- (e) Assign priorities to the goals and objectives of the County Development Corporation.
- (f) Implement the established priorities and projects through a local action program carried forward by the County Development Corporation, utilizing the combined resources of the federal, state and local government. The County Development Corporation is assigned the responsibility for coordinating all federal, state and local programs.
- (g) The County Development Corporation will also function as an O.E.D.P. Committee with the responsibility for carrying forward an Economic Development Program, and submitting reports as required by the Public Works and Economic Development Act of 1965.
- (h) Familiarize themselves with the completed district and regional studies and plans prepared by the Southeastern Wisconsin Regional Planning Commission, the 701 Studies, the economic study by the City of Kenosha under the Economic Development Administration and advise the County Board, City Council, Town and Village Boards on the use of such studies and implementations of such plans.

3.15 COMMISSION ON AGING

- (1) Commission on Aging Created. There is hereby created a Kenosha County Commission on Aging, which shall act to improve the quality of life for our senior citizens.
- (2) Membership. The Chairman of the County Board shall appoint the members of the Commission, subject to confirmation by the Board. The Commission shall consist of no more than 13 members. At least 51% of the members shall be senior citizens 60 years of age or over, and at least one member shall be under the age of 30. No more than 2 members shall be elected County officials.
- (3) Term. The members shall serve for a term of 3 years.
- (4) Organization, Bylaws. The Commission shall at its first meeting elect a Chairperson, a Vice Chairperson and a Secretary. Officers so elected shall serve for a term of one year. The Commission shall be authorized to adopt its own bylaws and procedures provided they are not inconsistent with the laws and ordinances of Kenosha County.
- (5) Representation on Area Agency on Aging.
 - (a) Election of Delegates. The Commission shall elect two of its members to the Board of Directors to the Area Agency on Aging in the Planning and Service Area.
 - (b) Responsibility of Delegate. Represent the interest of Kenosha County senior citizens at the Area Agency level and to provide information and assistance to the Area Agency.

- (6) Duties and Powers. The duties and powers of the Commission, which shall be exercised and performed in conformity with the laws and ordinances of Kenosha County, shall be as follows:
- (a) Act as the clearinghouse for all County (public and private) programs on aging and make recommendations to the County Board of Supervisors regarding funding and policy decisions.
 - (b) Provide current information on the ages, income, population and demographic characteristics of the elderly in the County to interested agencies and individuals in the community.
 - (c) Delineate areas that need services and utilize existing community programs through community cooperation and coordination that will provide an efficient method for delivery of services.
 - (d) Indicate the need for particular legislation with back-up data.
 - (e) Make available to County Supervisors the information and research relating to the effects of proposed legislation.
 - (f) Act as the mechanism through which the older person can be heard on any issues relating to the well-being and enhancing the function of the elderly as contributing members of the community.
 - (g) Establish subcommittees to encourage community involvement, but in keeping with the purposes and objectives of the Commission.
 - (h) In cooperation with the County Board of Supervisors encourage the development of new and expanded programs for older adults consistent with delineated areas of need.
 - (i) Cooperate with the County Board of Supervisors and related public and private agencies and the older citizen in planning efforts.
 - (j) Make an annual report of its activities to the County Board and such other reports as the County Board from time to time requires.
 - (k) Prepare an annual budget for necessary and reasonable expenditures to be incurred by the Commission in accomplishing its goals and mandates, subject to review and approval of the County Board.
- (7) Administrative Assistance. The County Board shall provide for the needs of the Commission, including a meeting place and reasonable compensation for expenses incurred by Commission members while participating on Commission functions.
- (8) Cooperation With County Government. All departments and divisions of County government shall assist the Commission in fulfilling its purpose.

3.16 REPEALED 6/18/96

3.17 OFFICE OF THE FAMILY COURT COMMISSIONER (8/16/83)

- (1) Created. Pursuant to the provisions of section 767.13(1)(a) and (b), there is created an Office of the Family Court Commissioner to consist of a Family Court Commissioner together with such assistants

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and clerical support personnel as shall from time to time be authorized by the County Board of Supervisors.

- (2) Appointment. Appointment of the Family Court Commissioner shall be by the Judges of the First Judicial Circuit (Kenosha County) subject to the approval of the chief judge of the 2nd Judicial Administrative District. To the extent permitted by section 767.13, the administration of the Office of the Family Court Commissioner shall be subject to the administrative procedures adopted by the County Board of Supervisors and contained in the County's Administrative Policy Manual with respect to matters of budget, personnel and general administration and finance.
- (3) Application. In the event of a vacancy in the positions of Family Court Commissioner or Assistant Family Court Commissioner, the policies and procedures contained in section 3 of the Administrative Policy Manual shall govern except that all references to "the appointing authority" contained therein shall be deemed to refer to the Circuit Court Judges of the First Judicial Circuit and not to the County Executive, County Board or Family Court Commissioner.
- (4) Qualifications. The qualifications of the Family Court Commissioner shall be as follows:
 - (a) An attorney at law, licensed to practice before the Wisconsin Supreme Court and the Federal District Courts for the Eastern and Western Districts of Wisconsin.
 - (b) Not less than 5 years experience in the actual practice of law including substantial experience in litigation in the area of divorce, child custody and paternity.
 - (c) Experience and/or academic training in such area as psychology, social work, public administration, business administration, bookkeeping and accounting are highly desirable.
 - (d) Demonstrated ability and knowledge of office practices.
- (5) Assistant Family Court Commissioner. The qualifications of the Assistant Family Court Commissioner shall be the same except that 5 years experience in the practice of law shall not be required.
- (6) Duties. The Office of the Family Court Commissioner shall perform such judicial and administrative duties as are or shall be required by Wisconsin Statutes or assigned by the Circuit Judges of the First Judicial Circuit.
- (7) Staff. The staff of the Family Court Commissioner's Office shall consist of a Family Court Commissioner, one Assistant Family Court Commissioner, and such clerical staff as the county board shall from time to time authorize. Initially, the clerical staff shall consist of two Clerk-Typist II positions.

III. COUNTY PERSONNEL AND EMPLOYMENT

3.30 CONDEMNATION COMMISSIONERS

(1) Compensation

- (a) Commissioners of condemnation shall receive no salary but shall be compensated for actual service at a rate of \$30 per hour.
- (b) Such compensation shall be paid on order approved by the circuit judges. (Sec. am. 3-7-78).

3.31 HOLIDAYS FOR EMPLOYEES (Reserved for future use)

IV. Administrative Procedures

3.60 UNIFORM CITATION ORDINANCE (11/8/12)

- (1) Intent. It is the intent of this ordinance to obtain the full benefit of a uniform citation ordinance to facilitate the prosecution of violations of the general ordinances of Kenosha County and regulations adopted by its boards pursuant to Wisconsin Statutes.
- (2) Authority. This ordinance is enacted pursuant to Sections 59.01, 59.02 and 59.54(6) and 66.0113 of the Wisconsin Statutes, as amended from time to time.
- (3) Incorporation. That portion of Wisconsin Statutes section 66.0113 and Chapter 48 of the Wisconsin Statutes as it pertains to citations issued to juveniles and Wisconsin Statutes section 345.11(5) relating to use of uniform citations in enforcement of local traffic ordinances and section 345.28 as it relates to nonpayment of citations and which are not found printed in this ordinance are hereby incorporated into this ordinance along with amendments thereto, and deemed a part hereof as if printed in their entirety.
- (4) Citation. Notwithstanding any provision to the contrary in this ordinance and in accordance with Act 389 Law of Wisconsin 1987, the use of a citation is hereby authorized for violations of Kenosha County ordinances and regulations adopted by its boards, including those for which a statutory counterpart exists, under the following conditions:
 - (a) Form. The form of the citation shall provide:
 1. The name and address of the alleged violator.
 2. The factual allegations describing the alleged violation.
 3. The time and place of the offense.
 4. The section of the ordinance or regulation violated.
 5. A designation of the offense in such manner as can be readily understood by a person making a reasonable effort to do so.
 6. The time at which the alleged violator may appear in court.
 7. A statement which in essence informs the alleged violator:
 - a. That the alleged violator may make a cash deposit of a specified amount to be mailed to a specified official within a specified time.
 - b. That if the alleged violator makes such a deposit, he or she need not appear in court unless subsequently summoned.
 - c. That if the alleged violator makes a cash deposit and does not appear in court, either he or she will be deemed to have tendered a plea of no contest and submitted to a forfeiture and a penalty assessment imposed by section 165.87 of the Wisconsin Statutes not to exceed the amount of the deposit or will be summoned into court to answer the complaint if the court does not accept the plea of no contest.

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- d. That if the alleged violator does not make a cash deposit and does not appear in court at the time specified, an action may be commenced against the alleged violator to collect the forfeiture and the penalty assessment imposed by section 757.05 of the Wisconsin Statutes.
 8. A direction that if the alleged violator elects to make a cash deposit, the alleged violator shall sign an appropriate statement which accompanies the citation to indicate that he or she read the statement required under subd. 7 and shall send the signed statement with the cash deposit.
 9. A serial number for the citation.
 10. Such other information as may be deemed necessary.
- (b) Enforcement Officers. Citations authorized by this ordinance may be issued by law enforcement officers of Kenosha County. Citations may also be issued by the District Attorney, the Corporation Counsel, the Director of Planning and Zoning, the County Sanitarian, the Highway Commissioner, the Parks Commissioner, the Health Officer, or their agents, concerning violations of ordinances or regulations within their jurisdiction.
- (c) Schedule of Cash Deposits.
1. Kenosha County adopts and incorporates herein by reference the schedule of cash deposits applicable to citations that is set forth in the State of Wisconsin Revised Uniform State Traffic Deposit Schedule, and Uniform Misdemeanor Bail Schedule, and Trespass to Land Deposit Schedule, and Juvenile Drinking Violation Deposit Schedule (collectively referred to as the "Schedules") as they may relate to State statutes and as they may be amended from time to time. A true and correct copy of the Schedules can be found at <http://www.wicourts.gov/publications/fees>.
 2. In addition to the adopted Uniform State "Schedules", Kenosha County adopts the following cash deposits for Kenosha County Ordinance violations:

ORDINANCE NUMBER	DESCRIPTION	CASH DEPOSIT	PS (26% of cash dep.)	JS CLDS	JISS/ CSSS	CC	TOTAL DEPOSIT
5.14	Emergency Gov't Penalties	\$200.00	\$52.00	\$23.00	\$89.50	\$25.00	\$389.50
6.06	Damage to Signs	\$100.00	\$26.00	\$23.00	\$89.50	\$25.00	\$263.50
7.02	Speed Limits	Same as 7.346.57(4) (a-h)					
7.025	Traffic Controls	Same as 7.346.46					
7.03(1)	Parking Regulations						
	1 st Offense	\$20.00	\$5.20	\$23.00	\$89.50	\$25.00	\$162.70
	2 nd Offense (w/in 12 months)	\$50.00	\$13.00	\$23.00	\$89.50	\$25.00	\$200.50
7.03(2)	Parking Limited and posting of handicapped parking lots						
	1 st Offense	\$20.00	\$5.20	\$23.00	\$89.50	\$25.00	\$162.70
	2 nd Offense (w/in 12 months)	\$50.00	\$13.00	\$23.00	\$89.50	\$25.00	\$200.50
7.03(3)	Parking Restricted						
	1 st Offense	\$20.00	\$5.20	\$23.00	\$89.50	\$25.00	\$162.70
	2 nd Offense (w/in 12 months)	\$50.00	\$13.00	\$23.00	\$89.50	\$25.00	\$200.50
7.04	Abandoned Motor Vehicles	\$50.00	\$13.00	\$23.00	\$89.50	\$25.00	\$200.50
7.05	Bicycle Lanes	\$50.00	\$13.00	\$23.00	\$89.50	\$25.00	\$200.50
7.06	Emergency Road Restrictions	\$50.00	\$13.00	\$23.00	\$89.50	\$25.00	\$200.50
7.346.485	Illegal pass of school bus	\$150.00	\$39.00	\$23.00	\$89.50	\$25.00	\$326.50
8.01	Activity Control	\$1,000.00	\$260.00	\$23.00	\$89.50	\$25.00	\$1397.50
8.02	Cabaret Licenses	\$250.00	\$65.00	\$23.00	\$89.50	\$25.00	\$452.50
8.03	Motor Vehicle Wrecking Yards	\$50.00	\$13.00	\$23.00	\$89.50	\$25.00	\$200.50
8.05	Emergency Alarm Control	\$50.00	\$13.00	\$23.00	\$89.50	\$25.00	\$200.50
9.095.21	Rabies Control	\$250.00	\$65.00	\$23.00	\$89.50	\$25.00	\$452.50
9.101.123	Clean Indoor Air	\$250.00	\$65.00	\$23.00	\$89.50	\$25.00	\$452.50

Reinstatement fee may be charged pursuant to section 345.36(2) (b)

Pursuant to section 938.37, Wis. Stats., a court assigned to exercise jurisdiction under Chapters 938 and 48 may not assess costs or assessments against a juvenile under 14 years of age. Notwithstanding, courts of civil and criminal jurisdiction exercising jurisdiction under s. 938.17 may assess the same costs, penalty assessments and jail assessments against juveniles as they may assess against adults, except that witness fees may not be charged to the juvenile.

ORDINANCE NUMBER	DESCRIPTION	CASH DEPOSIT	PS (26% of cash dep.)	JS CLDS	JISS/ CSSS	CC	TOTAL DEPOSIT
9.125	Alcohol Beverages	\$250.00	\$65.00	\$23.00	\$89.50	\$25.00	\$452.50
9.134.66	Restriction on Sale or gift of Cigarettes or Tobacco Products	\$ 50.00	\$13.00	\$23.00	\$89.50	\$25.00	\$200.50
9.167.10	Regulation of Fireworks	\$500.00	\$130.00	\$23.00	\$89.50	\$25.00	\$767.50
9.174.02	Dogs Running at Large and Untagged Dogs	\$100.00	\$26.00	\$23.00	\$89.50	\$25.00	\$263.50
9.254.92	Purchase or Pos- session of Cigar- ettes or Tobacco Products by Minors	\$ 50.00	\$13.00	\$23.00	\$89.50	\$25.00	\$200.50
9.287.81	Littering	\$25.00	\$6.50	\$23.00	\$89.50	\$25.00	\$169.00
9.813.12 (8)	Domestic Abuse Injunction	\$500.00	\$130.00	\$23.00	\$89.50	\$25.00	\$767.50
9.940.19 (1)	Battery	\$500.00	\$130.00	\$23.00	\$89.50	\$25.00	\$767.50
9.940.34	Duty to Aid Victim of Crime	\$250.00	\$65.00	\$23.00	\$89.50	\$25.00	\$452.50
9.941.23	Carrying Concealed Weapon	\$500.00	\$130.00	\$23.00	\$89.50	\$25.00	\$767.50
9.941.36	Fraudulent Tap- ping of Electric Wires or Gas or Water Meters or Pipes	\$250.00	\$65.00	\$23.00	\$89.50	\$25.00	\$452.50
9.941.37 (2)	Obstructing Emergency or Rescue Personnel	\$500.00	\$130.00	\$23.00	\$89.50	\$25.00	\$767.50
9.942.01	Defamation	\$500.00	\$130.00	\$23.00	\$89.50	\$25.00	\$767.50
9.942.03	Giving False Information for Publication	\$500.00	\$130.00	\$23.00	\$89.50	\$25.00	\$767.50
9.942.05	Opening Letters	\$500.00	\$130.00	\$23.00	\$89.50	\$25.00	\$767.50
9.942.06	Use of Polygraphs and similar tests	\$500.00	\$130.00	\$23.00	\$89.50	\$25.00	\$767.50

Reinstatement fee may be charged
pursuant to section 345.36(2) (b)

Pursuant to section 938.37, Wis. Stats., a court assigned to exercise jurisdiction under Chapters 938 and 48 may not assess costs or assessments against a juvenile under 14 years of age. Notwithstanding, courts of civil and criminal jurisdiction exercising jurisdiction under s. 938.17 may assess the same costs, penalty assessments and jail assessments against juveniles as they may assess against adults, except that witness fees may not be charged to the juvenile.

ORDINANCE NUMBER	DESCRIPTION	CASH DEPOSIT	PS (26% of cash dep.)	JS CLDS	JISS/ CSSS	CC	TOTAL DEPOSIT
9.942.07	Use of Genetic Tests	\$500.00	\$130.00	\$23.00	\$89.50	\$25.00	\$767.50
9.943.01(1)	Damage to Property	\$500.00	\$130.00	\$23.00	\$89.50	\$25.00	\$767.50
9.943.07(3)	Throwing Stones or Shooting Missiles At Railroad Property	\$250.00	\$65.00	\$23.00	\$89.50	\$25.00	\$452.50
9.943.07(4)	Depositing Debris on Railroad Prop.	\$250.00	\$65.00	\$23.00	\$89.50	\$25.00	\$452.50
9.943.11	Entry to Vehicle	\$500.00	\$130.00	\$23.00	\$89.50	\$25.00	\$767.50
9.943.125	Entry to Locked Coin Box	\$500.00	\$130.00	\$23.00	\$89.50	\$25.00	\$767.50
9.943.13	Trespass to Land	\$250.00	\$65.00	\$23.00	\$89.50	\$25.00	\$452.50
9.943.14	Trespass to Dwellings	\$500.00	\$130.00	\$23.00	\$89.50	\$25.00	\$767.50
9.943.145	Trespass to Medical Facility	\$250.00	\$65.00	\$23.00	\$89.50	\$25.00	\$452.50
9.943.15	Entry onto a Construction Site, Locked Building, Dwelling or Room	\$500.00	\$130.00	\$23.00	\$89.50	\$25.00	\$767.50
9.943.20	Theft	\$500.00	\$130.00	\$23.00	\$89.50	\$25.00	\$767.50
9.943.207	Transfer of Recorded Sounds for Unlawful Use or Sale	\$500.00	\$130.00	\$23.00	\$89.50	\$25.00	\$767.50
9.943.21	Fraud on Hotel or Restaurant Keeper	\$250.00	\$65.00	\$23.00	\$89.50	\$25.00	\$452.50
9.943.215	Absconding w/out Paying Rent	\$500.00	\$130.00	\$23.00	\$89.50	\$25.00	\$767.50
9.943.22	Use of Cheating Tokens	\$500.00	\$130.00	\$23.00	\$89.50	\$25.00	\$767.50
9.943.225	Refusal to Pay for Motor Bus or Taxi Ride	\$250.00	\$65.00	\$23.00	\$89.50	\$25.00	\$452.50
9.943.24	Issuance of Worthless Check	\$250.00	\$65.00	\$23.00	\$89.50	\$25.00	\$452.50
ORDINANCE		CASH		JS	JISS/		TOTAL
Reinstatement fee may be charged pursuant to section 345.36(2) (b)			3-20			(11/8/12)	

Pursuant to section 938.37, Wis. Stats., a court assigned to exercise jurisdiction under Chapters 938 and 48 may not assess costs or assessments against a juvenile under 14 years of age. Notwithstanding, courts of civil and criminal jurisdiction exercising jurisdiction under s. 938.17 may assess the same costs, penalty assessments and jail assessments against juveniles as they may assess against adults, except that witness fees may not be charged to the juvenile.

NUMBER	DESCRIPTION	DEPOSIT	PS (26% of cash dep.)	CLDS	CSSS	CC	DEPOSIT
9.943.34	Receiving Stolen Property	\$250.00	\$65.00	\$23.00	\$89.50	\$25.00	\$452.50
9.943.37	Alteration of Property ID Marks	\$500.00	\$130.00	\$23.00	\$89.50	\$25.00	\$767.50
9.943.392	Fraudulent Data Alteration	\$500.00	\$130.00	\$23.00	\$89.50	\$25.00	\$767.50
9.943.41	Financial Transaction Card Crimes	\$500.00	\$130.00	\$23.00	\$89.50	\$25.00	\$767.50
9.943.45	Theft of Telecommunications Service	\$250.00	\$65.00	\$23.00	\$89.50	\$25.00	\$452.50
9.943.455	Theft of Cellular Telephone Service	\$500.00	\$130.00	\$23.00	\$89.50	\$25.00	\$767.50
9.943.46	Theft of Cable Television Service	\$500.00	\$130.00	\$23.00	\$89.50	\$25.00	\$767.50
9.943.47	Theft of Satellite Cable Programming	\$500.00	\$130.00	\$23.00	\$89.50	\$25.00	\$767.50
9.943.50	Retail Theft	\$500.00	\$130.00	\$23.00	\$89.50	\$25.00	\$767.50
9.943.70	Computer Crimes	\$500.00	\$130.00	\$23.00	\$89.50	\$25.00	\$767.50
9.943.75	Unauthorized Release of Animals	\$500.00	\$130.00	\$23.00	\$89.50	\$25.00	\$767.50
9.944.15	Sexual Intercourse in Public	\$500.00	\$130.00	\$23.00	\$89.50	\$25.00	\$767.50
9.944.17	Perversion	\$500.00	\$130.00	\$23.00	\$89.50	\$25.00	\$767.50
9.944.20	Lewd & Lascivious Behavior	\$500.00	\$130.00	\$23.00	\$89.50	\$25.00	\$767.50
9.944.23	Making Lewd, Obscene & Indecent Drawings	\$250.00	\$65.00	\$23.00	\$89.50	\$25.00	\$452.50
9.944.30	Prostitution	\$500.00	\$130.00	\$23.00	\$89.50	\$25.00	\$767.50
9.944.31	Patronizing Prostitutes	\$500.00	\$130.00	\$23.00	\$89.50	\$25.00	\$767.50
9.944.36	Solicitation of Drinks Prohibited	\$500.00	\$130.00	\$23.00	\$89.50	\$25.00	\$767.50
9.945.02	Gambling	\$500.00	\$130.00	\$23.00	\$89.50	\$25.00	\$767.50

Reinstatement fee may be charged pursuant to section 345.36(2) (b)

Pursuant to section 938.37, Wis. Stats., a court assigned to exercise jurisdiction under Chapters 938 and 48 may not assess costs or assessments against a juvenile under 14 years of age. Notwithstanding, courts of civil and criminal jurisdiction exercising jurisdiction under s. 938.17 may assess the same costs, penalty assessments and jail assessments against juveniles as they may assess against adults, except that witness fees may not be charged to the juvenile.

ORDINANCE NUMBER	DESCRIPTION	CASH DEPOSIT	PS (26% of cash dep.)	JS CLDS	JISS/ CSSS	CC	TOTAL DEPOSIT
9.946.40	Refusing to Aid Officer	\$250.00	\$65.00	\$23.00	\$89.50	\$25.00	\$452.50
9.946.41	Resisting or Obstructing Officer	\$500.00	\$130.00	\$23.00	\$89.50	\$25.00	\$767.50
9.946.46	Encouraging Violation of Probation or Parole	\$500.00	\$130.00	\$23.00	\$89.50	\$25.00	\$767.50
9.946.49	Bail Jumping	\$500.00	\$130.00	\$23.00	\$89.50	\$25.00	\$767.50
9.946.68	Simulating Legal Process	\$500.00	\$130.00	\$23.00	\$89.50	\$25.00	\$767.50
9.946.73	Violation of Laws or Rules Governing State or County Institutions	\$250.00	\$65.00	\$23.00	\$89.50	\$25.00	\$452.50
9.947.01	Disorderly Conduct	\$500.00	\$130.00	\$23.00	\$89.50	\$25.00	\$767.50
9.947.012	Unlawful Use of Telephone	\$500.00	\$130.00	\$23.00	\$89.50	\$25.00	\$767.50
9.947.013	Harassment	\$500.00	\$130.00	\$23.00	\$89.50	\$25.00	\$767.50
9.947.04	Drinking in Common Carriers	\$250.00	\$65.00	\$23.00	\$89.50	\$25.00	\$452.50
9.948.22	Failure to Support	\$500.00	\$130.00	\$23.00	\$89.50	\$25.00	\$767.50
9.948.40	Contributing to Delinquency of a Child	\$500.00	\$130.00	\$23.00	\$89.50	\$25.00	\$767.50
9.948.45	Contributing to Truancy	\$250.00	\$65.00	\$23.00	\$89.50	\$25.00	\$452.50
9.948.51	Hazing	\$500.00	\$130.00	\$23.00	\$89.50	\$25.00	\$767.50
9.948.55(3)	Leave or Store Loaded Firearm Within Reach or Easy Access of a Child	\$250.00	\$65.00	\$23.00	\$89.50	\$25.00	\$452.50
9.948.63	Receiving Property from a Child	\$500.00	\$130.00	\$23.00	\$89.50	\$25.00	\$767.50

Reinstatement fee may be charged
pursuant to section 345.36(2) (b)

Pursuant to section 938.37, Wis. Stats., a court assigned to exercise jurisdiction under Chapters 938 and 48 may not assess costs or assessments against a juvenile under 14 years of age. Notwithstanding, courts of civil and criminal jurisdiction exercising jurisdiction under s. 938.17 may assess the same costs, penalty assessments and jail assessments against juveniles as they may assess against adults, except that witness fees may not be charged to the juvenile.

ORDINANCE NUMBER	DESCRIPTION	CASH DEPOSIT	PS (26% of cash dep.)	JS CLDS	JISS/ CSSS	CC	TOTAL DEPOSIT
9.948.70	Tattooing of Children	\$500.00	\$130.00	\$23.00	\$89.50	\$25.00	\$767.50
9.951.18	Offenses Against Animals	\$500.00	\$130.00	\$23.00	\$89.50	\$25.00	\$767.50
9.961.41 (3g) (e)	Possession of Marijuana	\$250.00	\$65.00	\$23.00	\$89.50	\$25.00	\$452.50
9.961.573	Possession of Drug Paraphernalia	\$100.00	\$26.00	\$23.00	\$89.50	\$25.00	\$263.50
9.10.2	Obscenity	\$500.00	\$130.00	\$23.00	\$89.50	\$25.00	\$767.50
9.10.3	Coin-Operated Moving Picture House	\$1,000.00 \$500.00	\$260.00 \$130.00	\$23.00 \$23.00	\$89.50 \$89.50	\$25.00 \$25.00	\$1397.50 \$767.50
9.10.4	Acts of Sexual Gratification in Adult Oriented Establishment	\$500.00	\$130.00	\$23.00	\$89.50	\$25.00	\$767.50
9.12	Loitering	\$200.00	\$52.00	\$23.00	\$89.50	\$25.00	\$389.50
9.12.2	Solicitation	\$500.00	\$130.00	\$23.00	\$89.50	\$25.00	\$767.50
9.16	Toxic Inhalants	\$250.00	\$65.00	\$23.00	\$89.50	\$25.00	\$452.50
9.17	Curfew	\$50.00	\$13.00	\$23.00	\$89.50	\$25.00	\$200.50
9.18	Police Dogs Mistreat	\$100.00	\$26.00	\$23.00	\$89.50	\$25.00	\$263.50
9.19	Vicious, Dangerous Animal	\$100.00	\$26.00	\$23.00	\$89.50	\$25.00	\$263.50
9.21	Unlawful Presence on School Grounds	\$100.00	\$26.00	\$23.00	\$89.50	\$25.00	\$263.50
9.60	Home Improve Trade Practices	\$250.00	\$65.00	\$23.00	\$89.50	\$25.00	\$452.50
9.61	Home Solicita- tion Selling	\$250.00	\$65.00	\$23.00	\$89.50	\$25.00	\$452.50
9.62	Coupon Sales Promotion	\$250.00	\$65.00	\$23.00	\$89.50	\$25.00	\$452.50
9.63	Motor Vehicle Repair	\$250.00	\$65.00	\$23.00	\$89.50	\$25.00	\$452.50

Reinstatement fee may be charged
pursuant to section 345.36(2) (b)

Pursuant to section 938.37, Wis. Stats., a court assigned to exercise jurisdiction under Chapters 938 and 48 may not assess costs or assessments against a juvenile under 14 years of age. Notwithstanding, courts of civil and criminal jurisdiction exercising jurisdiction under s. 938.17 may assess the same costs, penalty assessments and jail assessments against juveniles as they may assess against adults, except that witness fees may not be charged to the juvenile.

ORDINANCE NUMBER	DESCRIPTION	CASH DEPOSIT	PS (26% of cash dep.)	JS CLDS	JISS/ CSSS	CC	TOTAL DEPOSIT
9.98	Attempt	Same deposit as for commission of act					
10.04	Permits	\$50.00	\$13.00	\$23.00	\$89.50	\$25.00	\$200.50
10.04(6)	Permits	\$100.00	\$26.00	\$23.00	\$89.50	\$25.00	\$263.50
10.06	Entrance Fees	\$50.00	\$13.00	\$23.00	\$89.50	\$25.00	\$200.50
10.07	Prohibited Actions	\$50.00	\$13.00	\$23.00	\$89.50	\$25.00	\$200.50
Chapter 12	General Zoning and Shoreland/Flood- plain Zoning Ordinance						
	1st Offense	\$100.00	\$26.00	\$23.00	\$89.50	\$25.00	\$263.50
	2nd Offense (w/in 12 months)	\$250.00	\$65.00	\$23.00	\$89.50	\$25.00	\$452.50
	3rd Offense (w/in 12 months)	\$500.00	\$130.00	\$23.00	\$89.50	\$25.00	\$767.50
Chapter 14	Subdivision Control	\$500.00	\$130.00	\$23.00	\$89.50	\$25.00	\$767.50
15.02-6(2) (a)	Failure to obtain a sanitary permit for a private sewage system, a system repair/ re-connection or non-plumbing sanitation system						
	1 st Offense	\$100.00	\$26.00	\$23.00	\$89.50	\$25.00	\$263.50
	2 nd Offense (w/in 12 months)	\$250.00	\$65.00	\$23.00	\$89.50	\$25.00	\$452.50
	3 rd Offense (w/in 12 months)	\$500.00	\$130.00	\$23.00	\$89.50	\$25.00	\$767.50
15.02-6(2) (b)	Failure to transmit a maintenance/service/ monitoring report to the Department of Planning and Development						
	1 st Offense	\$100.00	\$26.00	\$23.00	\$89.50	\$25.00	\$263.50
	2 nd Offense (w/in 12 months)	\$250.00	\$65.00	\$23.00	\$89.50	\$25.00	\$452.50
	3 rd Offense (w/in 12 months)	\$500.00	\$130.00	\$23.00	\$89.50	\$25.00	\$767.50

Reinstatement fee may be charged
pursuant to section 345.36(2) (b)

Pursuant to section 938.37, Wis. Stats., a court assigned to exercise jurisdiction under Chapters 938 and 48 may not assess costs or assessments against a juvenile under 14 years of age. Notwithstanding, courts of civil and criminal jurisdiction exercising jurisdiction under s. 938.17 may assess the same costs, penalty assessments and jail assessments against juveniles as they may assess against adults, except that witness fees may not be charged to the juvenile.

ORDINANCE NUMBER	DESCRIPTION	CASH DEPOSIT	PS (26% of cash dep.)	JS CLDS	JISS/ CSSS	CC	TOTAL DEPOSIT
15.02-6(2) (c)	Improper construction and/or operation of a private on-site wastewater treatment system						
	1 st Offense	\$100.00	\$26.00	\$23.00	\$89.50	\$25.00	\$263.50
	2 nd Offense (w/in 12 months)	\$250.00	\$65.00	\$23.00	\$89.50	\$25.00	\$452.50
	3 rd Offense (w/in 12 months)	\$500.00	\$130.00	\$23.00	\$89.50	\$25.00	\$767.50
15.02-6(2) (d)	Improper discharge of sewage from a private on-site wastewater treatment system or from a structure of human habitation						
	1 st Offense	\$100.00	\$26.00	\$23.00	\$89.50	\$25.00	\$263.50
	2 nd Offense (w/in 12 months)	\$250.00	\$65.00	\$23.00	\$89.50	\$25.00	\$452.50
	3 rd Offense (w/in 12 months)	\$500.00	\$130.00	\$23.00	\$89.50	\$25.00	\$767.50
15.02-6(2) (e)	Failure to serve a holding tank at a level that is within one (1) foot or less of the inlet invert of the tank						
	1 st Offense	\$100.00	\$26.00	\$23.00	\$89.50	\$25.00	\$263.50
	2 nd Offense (w/in 12 months)	\$250.00	\$65.00	\$23.00	\$89.50	\$25.00	\$452.50
	3 rd Offense (w/in 12 months)	\$500.00	\$130.00	\$23.00	\$89.50	\$25.00	\$767.50
Chapter 16	Environmental Health/Food Ord.						
	1st offense	\$100.00	\$26.00	\$23.00	\$89.50	\$25.00	\$263.50
	2nd offense (w/in 12 mos.)	\$250.00	\$65.00	\$23.00	\$89.50	\$25.00	\$452.50
	3rd offense (w/in 12 mos.)	\$500.00	\$130.00	\$23.00	\$89.50	\$25.00	\$767.50

Reinstatement fee may be charged
pursuant to section 345.36(2) (b)

Pursuant to section 938.37, Wis. Stats., a court assigned to exercise jurisdiction under Chapters 938 and 48 may not assess costs or assessments against a juvenile under 14 years of age. Notwithstanding, courts of civil and criminal jurisdiction exercising jurisdiction under s. 938.17 may assess the same costs, penalty assessments and jail assessments against juveniles as they may assess against adults, except that witness fees may not be charged to the juvenile.

ORDINANCE NUMBER	DESCRIPTION	CASH DEPOSIT	PS (26% of cash dep.)	JS CLDS	JISS/ CSSS	CC	TOTAL DEPOSIT
HD-1.01- 1(3) (a)	Accessibility/ Obstruction of Viewing Booths in Adult-Oriented Establishments						
	1st offense	\$300.00	\$78.00	\$23.00	\$89.50	\$25.00	\$515.50
	2nd offense (w/in 24 mos.)	\$500.00	\$130.00	\$23.00	\$89.50	\$25.00	\$767.50
	3rd offense (w/in 24 mos.)	\$750.00	\$195.00	\$23.00	\$89.50	\$25.00	\$1082.50
HD-1.01- 1(3) (b)	Construction of Viewing Booths in Adult-Oriented Establishments						
	1st offense	\$300.00	\$78.00	\$23.00	\$89.50	\$25.00	\$515.50
	2nd offense (w/in 24 mos.)	\$500.00	\$130.00	\$23.00	\$89.50	\$25.00	\$767.50
	3rd offense (w/in 24 mos.)	\$750.00	\$195.00	\$23.00	\$89.50	\$25.00	\$1082.50
HD-1.01- 1(3) (c)	Occupancy of/ Sexual Activity in Viewing Booths in Adult-Oriented Establishments						
	1st offense	\$200.00	\$52.00	\$23.00	\$89.50	\$25.00	\$389.50
	2nd offense (w/in 24 mos.)	\$250.00	\$65.00	\$23.00	\$89.50	\$25.00	\$452.50
	3rd offense (w/in 24 mos.)	\$300.00	\$78.00	\$23.00	\$89.50	\$25.00	\$515.50
HD-1.01- 1(4)	Operator Responsi- bilities in Adult- Oriented Establish- ments						
	1st offense	\$300.00	\$78.00	\$23.00	\$89.50	\$25.00	\$515.50
	2nd offense (w/in 24 mos.)	\$500.00	\$130.00	\$23.00	\$89.50	\$25.00	\$767.50
	3rd offense (w/in 24 mos.)	\$750.00	\$195.00	\$23.00	\$89.50	\$25.00	\$1082.50

Reinstatement fee may be charged
pursuant to section 345.36(2) (b)

Pursuant to section 938.37, Wis. Stats., a court assigned to exercise jurisdiction under Chapters 938 and 48 may not assess costs or assessments against a juvenile under 14 years of age. Notwithstanding, courts of civil and criminal jurisdiction exercising jurisdiction under s. 938.17 may assess the same costs, penalty assessments and jail assessments against juveniles as they may assess against adults, except that witness fees may not be charged to the juvenile.

ORDINANCE NUMBER	DESCRIPTION	CASH DEPOSIT	PS (26% of cash dep.)	JS CLDS	JISS/ CSSS	CC	TOTAL DEPOSIT
HD-2.01-1	Human Health Hazards						
	1st Offense	\$100.00	\$26.00	\$23.00	\$89.50	\$25.00	\$263.50
	2nd Offense						
	(w/in 12 mo.)	\$250.00	\$65.00	\$23.00	\$89.50	\$25.00	\$452.50
	3rd Offense						
	(w/in 12 mo.)	\$500.00	\$130.00	\$23.00	\$89.50	\$25.00	\$767.50
HD-4.01-1	Lead Abatement						
	1st Offense	\$300.00	\$78.00	\$23.00	\$89.50	\$25.00	\$515.50
	2nd Offense						
	(w/in 24 mo.)	\$500.00	\$130.00	\$23.00	\$89.50	\$25.00	\$767.50
	3rd Offense						
	(w/in 24 mo.)	\$750.00	\$195.00	\$23.00	\$89.50	\$25.00	\$1082.50

Reinstatement fee may be charged
pursuant to section 345.36(2) (b)

Pursuant to section 938.37, Wis. Stats., a court assigned to exercise jurisdiction under Chapters 938 and 48 may not assess costs or assessments against a juvenile under 14 years of age. Notwithstanding, courts of civil and criminal jurisdiction exercising jurisdiction under s. 938.17 may assess the same costs, penalty assessments and jail assessments against juveniles as they may assess against adults, except that witness fees may not be charged to the juvenile.

- (d) To whom deposits paid; Receipts. Cash deposits made under this section shall be paid to the Clerk of Circuit Court for Kenosha County or to the Kenosha County Sheriff. Any person taking such cash deposit shall give the depositor a receipt indicating the name of the depositor, the amount of cash deposited, and serial number of the citation.
- (e) Citation Form: The following citation forms, as amended from time to time, shall be used in conjunction with this ordinance:

FORM MSC 1
481

WISCONSIN UNIFORM MUNICIPAL CITATION AND COMPLAINT

State of Wisconsin
County of _____

☐ County
☐ City
☐ Village
☐ Town

Of _____

COMPLAINT
AFFIDAVIT

IN THE _____ CIRCUIT _____ COURT FOR THE
_____ COUNTY _____ OF _____ KENOSHA _____

Complaint No.
Cash Deposit \$
Maximum Penalty \$

The undersigned, an officer for and on behalf of the above named municipality, states upon the basis of personal knowledge (or upon information and belief) that the named defendant did, on _____ 19____ at _____ AM _____ PM Violate Ord. No. _____

Name—First _____ Middle Initial _____ Last _____

Address (Residence) _____ Post Office _____ Zip _____

Birthdate _____ Drivers License Number _____ State _____ Vehicle License No. _____ State _____
☐ Reg.
☐ Chau.

Description: Sex _____ Race _____ Eyes _____ Hair _____ Wt. _____ Ht. _____

Parent or Guardian (If Minor) Address (Residence) _____ Post Office _____ Zip _____

Designation of Offense: _____

Describe Violation: _____

Place of Occurrence: _____ City/Village/Town _____ County _____

OFFICER'S SIGNATURE: _____ DEPT: _____ DATE: _____

ENDORSED BY: _____ TITLE: _____ DATE: _____

WHITE—COURT YELLOW—DEFENDANTS BUFF—DEPT.

YOU ARE HEREBY NOTIFIED TO APPEAR IN THE
ABOVE NAMED COURT ON: _____

19____ AT _____ AM _____ PM

Located at: _____

IMPORTANT: READ NOTICE ON BACK

VERIFICATION _____ DATE: _____
Sworn Before: _____

FORM MSC 1
481

Date Ball Set: _____ Date Ball Received: _____ Amount \$ _____

Continuances

☐ Warrant ☐ Capias ☐ Summons ☐ Date Issued: _____ Date Returned: _____

Case Transferred to: _____

Jury trial requested: _____ Fee Paid \$ _____
Appearance: _____

Prosecution: _____

Defendant: _____

Plaid: ☐ Guilty ☐ Not Guilty ☐ No Contest
☐ Dismissed ☐ Amended

Trial: _____

☐ Court ☐ Jury Date: _____

Verdict: ☐ Guilty ☐ Not Guilty

Therefore the Court enters the following judgment:

Forfeiture \$	Penalty Assessment \$	Court Costs \$	Total \$
------------------	--------------------------	-------------------	-------------

Deferred Payment Schedule: _____

Date of Judgment: _____ Jail (Days): _____

Operating Privilege Suspension (Days): _____

Liquor License Suspension (Days): _____

COMMENTS: _____

By the Court: _____

I HAVE RECEIVED A COPY OF THE WITHIN CITATION.

Signature of Defendant: _____ Judge: _____

FORM 1

Instructions to Persons Issued Citations

READ CAREFULLY

(Wisconsin Statute, section 66.119)

1. **Court Appearance.** You may appear in Court at the time specified on this citation and you may plead guilty, no contest or not guilty. If you plead guilty or no contest, the Court shall accept the plea and enter a judgment of guilty and impose a forfeiture and penalty assessment as set forth in Wisconsin Statutes, section 165.07. If you plead not guilty, the matter shall be set for trial.
2. **Posting of Cash Deposit.** At least three (3) days prior to your Court appearance, you may mail or deliver personally a cash deposit in the amount specified on the citation to the Clerk of the Kenosha County Circuit Court at Court House, 912 - 56th Street, Kenosha, Wisconsin 53140 or the Kenosha County Sheriff's Department, 1000 - 55th Street, Kenosha, Wisconsin 53140. If you make a cash deposit, you may, but need not, appear in Court at the time specified in the citation. If you make a cash deposit and fail to appear in Court, you will be deemed to have tendered a plea of no contest and have submitted to a forfeiture and penalty assessment imposed by section 165.07 of the Wisconsin Statutes, not to exceed the amount of the deposit. The Court may either accept this plea of no contest and enter judgment accordingly or it may reject the plea. If the plea of no contest is accepted, you may still, within ten (10) days after the appearance date, withdraw the plea of no contest and enter a plea of not guilty if you are able to show that the failure to appear was due to a mistake, inadvertence or excusable negligence. If the plea is not changed within said period, no costs or fees will be taxed except for the penalty assessment provided for under Wisconsin Statutes, section 165.07.
3. **Failure to Appear.** If the Court rejects a plea of no contest and you fail to answer a summons served by the Court, or if you do not make a cash deposit and fail to appear at the time specified, an action for collection of forfeiture and penalty may be commenced under section 778.10 of the Wisconsin Statutes. If you fail to appear and if a warrant can be authorized pursuant to state statute, a warrant for your arrest will be issued.
4. **Zoning Violations.** If this citation involves a violation of the Kenosha County General Zoning and Shoreland/Shoreline Zoning Ordinance, a judgment wherein a forfeiture or penalty is imposed may be filed with the Register of Deeds Office and shall constitute a lien on your property until such time as said judgment is satisfied pursuant to section 12.54 of the Kenosha County Zoning Ordinance.
5. **Juveniles.** If this citation is issued to a person under the age of 18, the provisions of Chapter 48 of the Wisconsin Statutes shall apply.
6. **Stipulation and Waiver.** I, the undersigned, do hereby stipulate no contest to the offense charged on the other side of this citation. I have been informed in writing of my rights to trial by judge or jury and have so read my rights as set forth above and by my signature, I hereby waive my rights to a hearing by the Court and agree to pay the forfeiture prescribed.

IF YOU SIGN THE STIPULATION AND WISH TO PAY BY MAIL, MAKE YOUR CHECK PAYABLE TO AND SEND TO THE CLERK OF CIRCUIT COURT, COURT HOUSE, 912 - 56th STREET, KENOSHA, WISCONSIN 53140 OR TO THE KENOSHA COUNTY SHERIFF'S DEPARTMENT AT THE KENOSHA COUNTY PUBLIC SAFETY BUILDING LOCATED AT 1000 - 55th STREET, KENOSHA, WISCONSIN 53140.

Signature _____
Address _____

FORM MSC 1
481

DEPARTMENT RECORD

Date of Disposition:	Forfeiture:	Penalty Assessment	Other:
	\$	\$	\$

☐ Withdrawn by Department
☐ Prosecution Denied
☐ Dismissed - Reason:
☐ Reduced by Stipulation - Charge:
☐ Reduced by Court - Charge:
☐ Other:

Plea: ☐ Not Guilty ☐ No Contest
Finding: ☐ Not Guilty ☐ Days In Jail for Failure to Pay
Incident Report

WIS. STATS.

1366.004(10)
1366.004(20)
1366.004(22)
1366.004(24)
13176.29
13176.30(2)
13176.31
13176.32(1)

INSTRUCTIONS TO ISSUER

§48.17 (2) (c), WIS. STATS. Requires the issuing agency to notify the parent or guardian of any child issued a citation within 7 days. In addition, if a citation is issued to a child aged 14 or 15 for violation of a local ordinance conforming to the Statutes listed, which require the furnishing of intoxicants to minors, the issuing agency must send a copy of the citation to the juvenile court intake worker for informational purposes.

WISCONSIN UNIFORM TRAFFIC CITATION AND COMPLAINT											
STATE OF WISCONSIN											
The undersigned, an officer for and in behalf of the _____ COURT _____ OF _____											
do hereby certify that the defendant did on _____ at _____ 19 _____ at _____ AM _____ PM, violate _____ Stat. No. _____											
I of _____ Name-First _____ Middle Initial _____ Last _____											
VS. _____											
Address (Residence) _____ Post Office _____ State _____ Zip _____											
Birthdate _____ Driver's license _____ State _____											
Veh. Plate _____ Exp. State _____ Make _____ Type _____											
Trailer - Plate _____ Exp. State _____ Make _____ Type _____											
YOU ARE HEREBY NOTIFIED TO APPEAR IN THE ABOVE NAMED COURT											
ON _____ 19 _____ AT _____ AM _____ PM											
WEATHER _____ Clear _____ Rain _____ Snow _____ Fog _____ Sleet _____ Cloudy _____											
ROAD _____ Dry _____ Wet _____ Slippery _____ Loose Material _____											
LIGHT _____ Day _____ Night _____ Twilight _____											
ACCIDENT _____ Fatal _____ PI _____ PD _____ Disc. _____ Nat. Dis. _____											
Official _____ Wisconsin _____ Uniform Citation _____ and Complaint _____ 8.345 11 Statutes _____											
Chen Test _____ Radar _____ Other _____											
County _____ City/Village/Town _____											
Officer's Signature _____ Badge No. _____											
Sworn to before me _____ Date: _____											
Title _____											

STATEMENT OF NOTICE:

- ☐ Conviction, forfeiture, or stipulation of no contest to the charge described on the reverse side will result in the assessment of demerit points against driver named on the reverse side. Accumulation of 12, 18, or 24 points 2, or 3 years respectively will be cause for revocation of driving privilege.
- ☐ Conviction, forfeiture, or stipulation of no contest to the charge described on the reverse side will result in revocation or suspension of driving privilege.

I HAVE READ THE ABOVE STATEMENT and hereby promise to appear in court or post a cash deposit as notified on the face of the citation.

Signature _____		
Bail Set Date _____	Bail Received Date _____	Amount \$ _____
Continuances _____		
Warrant _____	Date issued _____	Date Returned _____
Case Transferred to: _____		
Plea _____	Date _____	
<input type="checkbox"/> Dismissed	<input type="checkbox"/> Amended	
Trial _____ Date _____		
Findings by: _____ Date _____		
Court _____ Jury _____		
Therefore the Court enters the following order:		
Costs \$ _____	Penalty _____	Jail (days) _____
<input type="checkbox"/> Traffic School <input type="checkbox"/> Probation <input type="checkbox"/> Other _____		
Driver's license: <input type="checkbox"/> Revoked <input type="checkbox"/> Suspended <input type="checkbox"/> Restricted _____		
Comments: _____		

REPORT OF DISPOSITION

STATE OF WISCONSIN

Defendant did on 19 at AM PM, violate

Name-First Middle Initial Last

VS.

Address (Residence)

City/Village/Town

County

Officer's Signature

Badge No.

Dep't.

Ord. No.

Adopting

Stat. No.

Describe violation

M P II

Act. Legal Over

State

Zip

Post Office

Birthdate

Driver's license

State

Exp

Make

Model

Year

Val. Plate

State

Exp

Trailer - Plate

State

Exp

YOU ARE HEREBY NOTIFIED TO APPEAR IN THE ABOVE NAMED COURT

ON WEATHER 10 11 12 13 14 15

Cloud Rain Snow Fog Sleet Cloudy

ROAD 16 17 18 19

Dry Wet Slippery Loose Material

LIGHT 20 21 22

Dry Night Twilight

ACCIDENT 23 24 25

Hit by Vehicle Hit by Object

26 27 28 29 30 31

Fatal PI PD Div. Not Div. Lost

REPORT OF DISPOSITION

REPORT OF DISPOSITION OUTSIDE OF COURT:

34 ☐ Withdrawn by issuing agency

35 ☐ Case settled by prosecutor Date of Disposition

36 ☐ The undersigned, an authorized representative of the Department, certifies that the above is a true and accurate copy of the signature on signed by the Defendant and kept on file in this office.

Signature

37 ☐ Juvenile Court 38 ☐ Criminal Court 39 ☐ Municipal Court 40 ☐ District Court

41 ☐ Dismissed 42 ☐ Suspension or Revocation of License 43 ☐ Probation or Parole 44 ☐ Fines or Penalties 45 ☐ Other

46 ☐ Number of amendos and/or

47 ☐ Amendos

48 ☐ Amendos

49 ☐ Amendos

50 ☐ Amendos

51 ☐ Amendos

52 ☐ Amendos

53 ☐ Amendos

54 ☐ Amendos

55 ☐ Amendos

56 ☐ Amendos

57 ☐ Amendos

58 ☐ Amendos

59 ☐ Amendos

60 ☐ Amendos

61 ☐ Amendos

62 ☐ Amendos

63 ☐ Amendos

64 ☐ Amendos

65 ☐ Amendos

66 ☐ Amendos

67 ☐ Amendos

68 ☐ Amendos

69 ☐ Amendos

70 ☐ Amendos

71 ☐ Amendos

72 ☐ Amendos

73 ☐ Amendos

74 ☐ Amendos

75 ☐ Amendos

76 ☐ Amendos

77 ☐ Amendos

78 ☐ Amendos

79 ☐ Amendos

80 ☐ Amendos

81 ☐ Amendos

82 ☐ Amendos

83 ☐ Amendos

84 ☐ Amendos

85 ☐ Amendos

86 ☐ Amendos

87 ☐ Amendos

88 ☐ Amendos

89 ☐ Amendos

90 ☐ Amendos

91 ☐ Amendos

92 ☐ Amendos

93 ☐ Amendos

94 ☐ Amendos

95 ☐ Amendos

96 ☐ Amendos

97 ☐ Amendos

98 ☐ Amendos

99 ☐ Amendos

100 ☐ Amendos

Date of adjudication: signature of judge, clerk, officer

[illegible]

Date of Disposition	<input type="checkbox"/> Forfeiture <input type="checkbox"/> Penalty	Amount
<input type="checkbox"/> Withdrawn by Agency <input type="checkbox"/> Denied by Prosecution <input type="checkbox"/> Dismissed - Reason		
Plea:	<input type="checkbox"/> Guilty <input type="checkbox"/> Not Guilty <input type="checkbox"/> No Contest	
Finding:	<input type="checkbox"/> Guilty <input type="checkbox"/> Not Guilty	
Sentence:	<input type="checkbox"/> Days in jail <input type="checkbox"/> Driver License Revocation <input type="checkbox"/> Probation <input type="checkbox"/> Driver License Restriction <input type="checkbox"/> Traffic School <input type="checkbox"/> Driver License Suspension <input type="checkbox"/> Other	
Incident Report		

I, the undersigned, do hereby stipulate no contest to the offense charged on reverse side hereof and waive my right to a trial. I agree to pay the amount subscribed below. I have been advised of the mandatory revocation or suspension/demerit point provisions of the law as required by section 343.27, of the Wisconsin

Signature	Date	Amount
		\$

SECTION 66.119 MUNICIPAL CITATION COURT COPY

Complaint #81-CM 003		SECTION 66.119 MUNICIPAL CITATION		COURT COPY	
KENOSHIA COUNTY LAND USE AND SANITATION CITATION AND COMPLAINT		Deposit \$			
STATE-OF WISCONSIN CIRCUIT COURT COUNTY OF KENOSHIA The undersigned, a duly authorized official for and on behalf of the County of Kenosha states upon information and belief that the named alleged violator did, on 19 TO WIT: at AM PM violate Kenosha County Ord. Section 19					
Owner's Name - Last		Middle Initial	First	Designation of Offense:	
Address of Owner		Town	Zip		
Zoning Dist.	Shoreland	Sanitary Sys.	Parcel No. of Violation	Describe Violation/Analysis:	
Permit No.	Non-Cont. Use	Cont. Use	Report Attached		
YOU ARE HEREBY NOTIFIED TO APPEAR IN THE ABOVE NAMED COURT ON 19 AT AM. PM. IN RM.					
OF THE KENOSHIA COUNTY COURTHOUSE. IF YOU DO NOT MAKE A CASH DEPOSIT AND DO NOT APPEAR IN COURT AT THE TIME ABOVE SPECIFIED, AN ACTION MAY BE COMMENCED AGAINST YOU TO COLLECT THE FORFEITURE AND COSTS.					
Sworn to before me		19			
Title					
County	KENOSHIA	State	WISCONSIN	No.	Date:
Official's Signature					

Instructions to Persons Issued Citations

READ CAREFULLY

(Wisconsin Statute, section 66.119)

1. **Court Appearance.** You may appear in Court at the time specified on this citation and you may plead guilty, no contest or not guilty. If you plead guilty or no contest, the Court shall accept the plea and enter a judgment of guilty and impose a forfeiture and penalty assessment as set forth in Wisconsin Statutes, section 165.07. If you plead not guilty, the matter shall be set for trial.
2. **Posting of Cash Deposit.** At least three (3) days prior to your Court appearance, you may mail or deliver personally a cash deposit in the amount specified on the citation to the Clerk of the Kenosha County Circuit Court at Courthouse, 912 - 56th Street, Kenosha, Wisconsin 53140 or the Kenosha County Sheriff's Department, 1000 - 55th Street, Kenosha, Wisconsin 53140. If you make a cash deposit, you may but need not, appear in Court at the time specified in the citation. If you make a cash deposit and fail to appear in Court, you will be deemed to have tendered a plea of no contest and to have submitted to a forfeiture and penalty assessment imposed by section 165.07 of the Wisconsin Statutes, not to exceed the amount of the deposit. The Court may either accept this plea of no contest and enter judgment accordingly or it may reject the plea. If the plea of no contest is accepted, you may enter, within ten (10) days after the appearance date, withdraw the plea of no contest and enter a plea of not guilty if you are able to show that the failure to appear was due to a mistake, inadvertence or excusable negligence. If the plea is not changed within said period, no costs or fees will be taxed except for the penalty assessment provided for under Wisconsin Statutes, section 165.07.
3. **Failure to Appear.** If the Court rejects a plea of no contest and you fail to answer a summons served by the Court, or if you do not make a cash deposit and fail to appear at the time specified, an action for collection of forfeiture and penalty may be commenced under section 776.10 of the Wisconsin Statutes. If you fail to appear and if a warrant can be authorized pursuant to state statute, a warrant for your arrest will be issued.
4. **Zoning Violations.** If this citation involves a violation of the Kenosha County General Zoning and Subdivision/Complain Zoning Ordinance, a judgment wherein a forfeiture and penalty is imposed may be filed with the Register of Deeds Office and shall constitute a lien on your property on such date as and judgment is satisfied pursuant to section 12.14 of the Kenosha County Zoning Ordinance.
5. **Juveniles.** If this citation is issued to a person under the age of 18, the provisions of Chapter 400 of the Wisconsin Statutes shall apply.
6. **Stipulation and Waiver.** I, the undersigned, do hereby stipulate no contest to the offense charged on the other side of this citation. I have been informed in writing of my rights to trial by judge or jury and have so read my rights as set forth above and by my signature, I hereby waive my rights to a hearing by the Court and agree to pay the forfeiture prescribed.

IF YOU SIGN THE STIPULATION AND WISH TO PAY BY MAIL, MAKE YOUR CHECK PAYABLE TO AND SEND TO THE CLERK OF CIRCUIT COURT, COUNTY HOUSE, 912-56th STREET, KENOSHA, WISCONSIN 53140 OR TO THE KENOSHA COUNTY SHERIFF'S DEPARTMENT AT THE KENOSHA COUNTY PUBLIC SAFETY BUILDING LOCATED AT 1000 - 52nd STREET, KENOSHA, WISCONSIN 53140.

— 200 —

STIPULATION

I, the undersigned, do hereby stipulate no contest to the ordinance violation on the reverse side hereof and waive my right to trial. I agree to pay the amount prescribed below.

signature _____ \$ amount _____

REPORT OF DISPOSITIONS

- ☐ 1 Withdrawn by Issuing agency
- ☐ 2 Case denied by prosecutor. Date of Dispo.

STIPULATION: I, the undersigned, do hereby stipulate to the offense charged on the reverse side hereof and having been informed in writing of my rights, hereby waive my right to trial. I agree to pay the amount prescribed below.

Signature _____ Date _____ Amount \$ _____

The undersigned, an authorized representative of the _____ department, certifies that the above is a true and accurate copy of the stipulation signed by the Defendant and kept on file in this office.

Signature: _____

REPORT OF DISPOSITION IN COURT: _____ Circuit Court, Br. _____

3 ☐ Dismissed 8 ☐ Stipulation of Parties

REASON

7 ☐ Motion of Court

4 ☐ Amended

NO. OF AMENDED CHARGE 8 ☐ Motion of Prosecutor

5 ☐ Ord. 9 ☐ Issuing Agency Reccom.

Describe Amended Charge _____

Plea: _____ By: _____

10 ☐ Guilty 12 ☐ Not Guilty 13 ☐ In Person

11 ☐ No Contest 14 ☐ By Counsel 15 ☐ By Court

Adjudication _____ Upon Finding By: _____

16 ☐ Guilty 18 ☐ Judge 20 ☐ Jury

17 ☐ Not Guilty 19 ☐ Ex parte Hearing

Disposition _____

21 ☐ Court Costs \$ _____ 22 ☐ \$ _____ Forfeiture

23 ☐ Days to Pay Forfeiture 24 ☐ Days in Co. Jail in Lieu of Forfeiture

Other _____

COURT COPY

Signature _____

Bond Set Date _____ Bond Received Date _____ Amount \$ _____

Continuances _____

Warrant _____ Date Issued _____ Date Return _____

Case Transferred to: _____

Plea _____ Date _____

☐ Dismissed ☐ Amended

Jury Request by: _____

Trial _____ Date _____

Findings by: _____ Date _____

☐ Court ☐ Jury

THEREFORE THE COURT ENTERS THE FOLLOWING ORDER:

Costs _____ Forfeiture _____

Days to Pay Forfeiture _____

Days in Jail Upon Failure to Pay _____

Other: _____

Comments: _____

7676 No. VOID COUNTY OF KENOSHA STATE OF WISCONSIN IN CIRCUIT COURT BR.		CITATION & COMPLAINT VIOLATION OF COUNTY ORDINANCE		KSD EVENT NO. JURTS.	GRID QUOTED DEPOSIT
NAME—FIRST ADDRESS CITY D. L. NUMBER VEH. LIC. NO.		MIDDLE STATE STATE STATE		LAST D.O.B. ZIP EXP. MAKE TYPE	
RACE DATE TIME AM PM		COUNTY OF KENOSHA VS: THE UNDERSIGNED, BEING FIRST DULY SWORN, ON OATH COMPLAINS FOR AND IN BEHALF OF THE COUNTY OF KENOSHA BEING DULY AUTHORIZED TO DO SO: THAT ON INFORMATION AND BELIEF ON:			
DID UNLAWFULLY:		DESCRIBE VIOLATION			
Physical Description					
LOCATION AT:					
CITY-TOWN-VILLAGE					
IN SAID COUNTY CONTRARY TO SECTION _____ OF THE ORDINANCES OF KENOSHA COUNTY AND PRAYS THAT THE DEFENDANT MAY BE HELD TO ANSWER THERETO: THAT THE UNDERSIGNED HAS KNOWLEDGE OF THE ABOVE ALLEGED FACTS U AS AN EYE WITNESS THERETO I I FROM THE REPORTS TO HIM					
BY					
WHO PURPORTS TO BE AN EYE WITNESS THERETO		SIGNATURE			
SUBSCRIBED AND SWORN TO BEFORE ME		YOU ARE HEREBY NOTIFIED TO APPEAR AT: KENOSHA CIRCUIT COURT, BR. _____ ROOM _____ AT COUNTY SAFETY BUILDING, KENOSHA, ON _____, 19_____, AT _____ A.M. P.M.			
THIS _____ DAY OF _____, 19_____,		CIRCUIT JUDGE/COURT COMMISSIONER			

FORM 4

AGENCY RECORD

CASE CALLED:		COURT FILE NO.	
DATE	PLEA:		
BOND:		<input type="checkbox"/> GUILTY	<input type="checkbox"/> NO CONTEST
		<input type="checkbox"/> CASH	<input type="checkbox"/> SIGNATURE
		<input type="checkbox"/> 10%	<input type="checkbox"/> NONE REQ.
PRETRIAL:			
DATE	ADJOURNED TO:	TIME	
DATE	ADJOURNED TO:	TIME	
DATE	ADJOURNED TO:	TIME	
DATE	ADJOURNED TO:	TIME	
DISPOSITION			
DATE	<input type="checkbox"/> FORFEITURE	<input type="checkbox"/> AMOUNT	
DATE	<input type="checkbox"/> PENALTY	<input type="checkbox"/> SURCHARGE:	
FINE:		COSTS:	
OR		DAYS IN COUNTY JAIL	
<input type="checkbox"/> DISMISSED:		<input type="checkbox"/> REQUEST OF ARRESTING AGENCY	
<input type="checkbox"/> MOTION OF PROSECUTOR		<input type="checkbox"/> GUILTY	
<input type="checkbox"/> COURT'S OWN MOTION		<input type="checkbox"/> NOT GUILTY	
<input type="checkbox"/> BENCH WARRANT TO ISSUE			
ATTORNEY			
COMMISSIONER			
JUDGE			
BRCH			

Instructions to Persons Issued Citations

READ CAREFULLY

(Wisconsin Statute, section 66.119)

1. **Court Appearance.** You may appear in Court at the time specified on this citation and you may plead guilty, no contest or not guilty. If you plead guilty or no contest, the Court shall accept the plea and enter a judgment of guilty and impose a forfeiture and penalty assessment as set forth in Wisconsin Statute, section 165.87. If you plead not guilty, the matter shall be set for trial.

2. **Posting of Cash Deposit.** At least three (3) days prior to your Court appearance, you may mail or deliver personally a cash deposit in the amount specified on the citation to the Clerk of the Kenosha County Circuit Court at Courthouse, 912 56th Street, Kenosha, Wisconsin 53140 or to the Kenosha County Sheriff's Department, 1000 - 55th Street, Kenosha, Wisconsin 53140. If you make a cash deposit, you may, but need not, appear in Court at the time specified in the citation. If you make a cash deposit and fail to appear in Court, you will be deemed to have tendered a plea of not guilty and you will have submitted to a forfeiture and penalty assessment imposed by section 165.87 of the Wisconsin Statutes, not to exceed the amount of the deposit. The Court may either accept or reject the plea of not guilty and enter a judgment accordingly or it may reject the plea. If you plead not guilty, you may still, within ten (10) days after the appearance date, withdraw the plea of not contest and enter a plea of not guilty if you are able to show that the failure to appear was due to a mistake, inadvertence or excusable negligence. If the plea is not changed within said period, no costs or fees will be taxed except for the penalty assessment provided for under Wisconsin Statutes, section 165.87.

3. **Failure to Appear.** If the Court rejects a plea of no contest and you fail to answer a summons served by the Court, or if you do not make a cash deposit and fail to appear at the time specified, an action for collection of forfeiture and penalty may be commenced under section 718.10 of the Wisconsin Statutes. If you fail to appear and if a warrant can be authorized pursuant to state statute, a warrant for your arrest will be issued.

4. **Zoning Violations.** If this citation involves a violation of the Kenosha County General Zoning and Shoreland/Shoreplain Zoning Ordinance, a judgment wherein a forfeiture or penalty is imposed may be filed with the Register of Deeds Office and shall constitute a lien on your property until such time as said judgment is satisfied pursuant to section 12.14 of the Kenosha County Zoning Ordinance.

5. **Juveniles.** If this citation is issued to a person under the age of 18, the provisions of Chapter 48 of the Wisconsin Statutes shall apply.

6. **Stipulation and Waiver.** If, the undersigned, do hereby stipulate no contest to the offense charged on the other side of this citation. I have been informed in writing of my rights to trial by judge or jury and have so read my rights as set forth above and by my signature, I hereby waive my rights to a hearing by the Court and agree to pay the forfeiture prescribed.

address

IF YOU SIGN THE STIPULATION AND WISH TO PAY BY MAIL, MAKE YOUR CHECK PAYABLE TO AND SEND TO THE CLERK OF CIRCUIT COURT, COURTHOUSE, 912 - 56th STREET, KENOSHA, WISCONSIN 53140 OR TO THE KENOSHA COUNTY SHERIFF'S DEPARTMENT AT THE KENOSHA COUNTY PUBLIC SAFETY BUILDING LOCATED AT 1000 - 55th STREET, KENOSHA, WISCONSIN 53140.

IMPORTANT

PURSUANT TO WISCONSIN STATE STATUTE 345.28 LOCAL AUTHORITY SHALL REQUEST THE STATE DEPARTMENT OF TRANSPORTATION TO SUSPEND YOUR VEHICLE REGISTRATION AND REFUSE RENEWAL OF REGISTRATION FOR ANY OF YOUR VEHICLES IF YOU FAIL TO PAY OR CONTEST THIS CITATION IN COURT WITHIN TWENTYEIGHT (28) DAYS FROM THE CITATION DATE.

FAILURE TO CORRECT DEFECTIVE EQUIPMENT AND REMIT CITATION SHOWING CERTIFICATION THAT DEFECTIVE EQUIPMENT HAS BEEN REPAIRED WILL RESULT IN A CITATION BEING ISSUED.

KSD-NUMBER No 000851		LIC. NUMBER		STATE	YEAR	YEAR & MAKE OF VEHICLE		L I C E N S E D U P L I C A T E S	
PENALTY LETTER	EQUIPMENT VIOLATION	MONTH	DATE DAY	YEAR	TIME (MILT)	CASE NO.	COLOR & BODY STYLE		
DESCRIBE VIOL.		LOCATION		VIN		OPERATORS LIC. NO.			
NAME OF VIOLATOR		ADDRESS		OFFICER'S SIGNATURE					
CITY & STATE									
COMPARE PENALTY NUMBER BELOW (SEE REVERSE SIDE FOR AMOUNT)		EQUIPMENT VIOLATIONS							
PENALTY A. <input type="checkbox"/> Within an intersection B. <input type="checkbox"/> Traffic Obstruction Along Side/Opposite Excavation C. <input type="checkbox"/> Restricted Parking (Designated Time Limits) D. <input type="checkbox"/> Prohibited Parking (Designated by Sign) E. <input type="checkbox"/> Restricted Parking - County Parks (Non Designated Areas) F. <input type="checkbox"/> Snow Emergency G. <input type="checkbox"/> Twenty Four (24) Hour Continuous Parking H. <input type="checkbox"/> Restricted Parking (Civic Center) I. <input type="checkbox"/> Restricted Parking (Handicapped Only)		1 <input type="checkbox"/> Horn 10 <input type="checkbox"/> Exhaust System 17 <input type="checkbox"/> Clearance Lamps 2 <input type="checkbox"/> Head Lamps 11 <input type="checkbox"/> Stop Lamps 18 <input type="checkbox"/> Tires 3 <input type="checkbox"/> Fenders 12 <input type="checkbox"/> Emerg. Brake 19 <input type="checkbox"/> Unregistered Vehicle 4 <input type="checkbox"/> Tail Lamps 13 <input type="checkbox"/> Directional Signals 20 <input type="checkbox"/> No Registration Card 5 <input type="checkbox"/> Fuel Brake 14 <input type="checkbox"/> Rear Vision Mirror 21 <input type="checkbox"/> One License Plate 6 <input type="checkbox"/> Wind, Wiper 15 <input type="checkbox"/> Speedometer 22 <input type="checkbox"/> Improper Plate Mounting 7 <input type="checkbox"/> License Lamp 16 <input type="checkbox"/> Broken Windshield 8 <input type="checkbox"/> Failure to display current registration 9 <input type="checkbox"/> Other Violations:							
INSTRUCTIONS TO VIOLATOR If you wish to stipulate to the violation on the face of this citation (except equipment violation) which occurred in the County of Kenosha, Wisconsin, you may appear at the Kenosha County Sheriff's Dept. or County Jail, 1000 - 5th St. within ten (10) days of citation date. Check or money order is to be made payable to the Kenosha County Sheriff's Dept. If you wish to contest the appropriate amount requested for the violation within ten (10) days of citation date, you may appear at the Kenosha County Sheriff's Dept. or County Jail, 1000 - 5th St. within ten (10) days of citation date. Failure to comply will result in a summons to court. Kenosha County Sheriff's Dept. or County Jail, 1000 - 5th St. within ten (10) days of citation date.		CERTIFICATION OF CORRECTION OF EQUIPMENT VIOLATION BY LAW ENFORCEMENT OFFICER. I have made a personal inspection of the vehicle described on the face of this citation and hereby certify that the defective equipment cited, namely _____, has been repaired (or replaced).							
Signature of law enforcement officer		(date)		(law enforcement agency employed by)		(patrol or badge number)			

TOP COPY

[illegible]

<p>IMPORTANT — YOUR VEHICLE REGISTRATION WILL BE SUSPENDED AND RENEWAL OF REGISTRATION REFUSED IF YOU FAIL TO PAY OR CONTEST THIS CITATION IN COURT WITHIN 28 DAYS.</p>		
<p>AVOID INCREASED COST — PAY MINIMUM FORFEITURE OR ARRANGE FOR COURT APPEARANCE WITHIN 10 DAYS OF CITATION DATE.</p>		
PENALTY	IF PAID WITHIN 10 DAYS	IF PAID AFTER 10 DAYS BUT WITHIN 28 DAYS OF ISSUE
A - H	\$ 5.00	\$15.00
I	\$50.00	\$80.00
LICENSE PLATE VIOLATIONS	Have defect corrected. Present this document to any law enforcement officer for certification of correction. Within 15 Days of issuance, mail for clearance of record.	
VEHICLE EQUIPMENT VIOLATIONS	FAILURE TO COMPLY WILL RESULT IN A CITATION BE- ING ISSUED.	
<p align="center">STIPULATION</p> <p>I, the undersigned - do hereby stipulate no contest to the offense charged on the reverse side hereof and waive my rights to a trial. I agree to pay the amount prescribed.</p>		
Signature	Date	Amount
		\$

REVERSE SIDE OF VIOLATOR'S COPY

MAIL TO:
KENOSHA COUNTY SHERIFF'S DEPARTMENT
SAFETY BUILDING
1000 55th STREET
KENOSHA, WISCONSIN 53140

Sign and return this citation with the fine due (checks or money orders made payable to the Kenosha County Sheriff's Department).

If you wish to protest any charge, you may arrange for a court hearing at the Kenosha County Sheriff's Department, 1000 - 55th St. within (10) days of the citation date.

FORM 5

(f) Cash Deposit. For purposes of this section, a cash deposit shall be deemed any deposit made either in cash, by credit card, money order, or by certified check payable to the Clerk of Circuit Court for Kenosha County, whose address is Courthouse, Room 209, 912 - 56th Street, Kenosha, WI 53140 or to the Kenosha County Sheriff's Department whose address is the Kenosha County Public Safety Building, 1000 - 55th Street, Kenosha, Wisconsin 53140 at least three days prior to the scheduled court appearance date. The Clerk of Circuit Court or the Sheriff or individual receiving said funds on behalf of the Clerk of Circuit Court or the Sheriff shall provide a receipt therefor.

(5) Non-exclusivity. The adoption and authorization for use of a citation under this section shall not preclude Kenosha County from adopting any other ordinance or provide for the enforcement of any other law or ordinance relating to the same or any other matter. The issuance of a citation under this section shall not preclude the proceeding under any other ordinance or law relating to the same or any other matter. The proceedings under any other ordinance or law relating to the same or any other matter shall not preclude the issuance of a citation under this section.

(6) Parking Violations. Any person violating section 7.03(1) or 7.03(3) of the Municipal Code of Kenosha County shall be subject to the following forfeitures:

\$20.00	if paid within 10 days of date of issue
\$40.00	if paid after 10 days of date of issue

Any person cited for violating the above sections may, within 10 days of the citation, request a court hearing on the matter provided a cash deposit is made as set forth in subsection (c) of this ordinance. Any unpaid parking ticket may be collected as set forth in Wisconsin Statutes section 345.28. The Kenosha County Sheriff shall issue said citation forms for parking violations as deemed appropriate provided that such forms comply with the requirements of this section.

3.605 WORTHLESS PAYMENT CHARGE, OVERPAYMENTS (8/1/06)

(1) Authority and Purpose. This ordinance is enacted pursuant to the authority granted by Section 59.54(24) of the Wisconsin Statutes, as amended from time to time. It is the intent of the Kenosha County Board that this ordinance will promote the efficient collection of money owed to the County, or handling minor overpayments, thereby promoting the public welfare by eliminating wasteful expenditures of time and tax dollars incurred as the result of the return of a worthless check or minor overpayment.

(2) Definitions.

- (a) "Person" includes any individual, sole proprietorship, partnership, corporation, joint venture or association.
- (b) "Worthless check" means a check which is returned unpaid by the bank on which it is drawn.
- (c) "Worthless payment" means a debit card or credit card transaction which is not paid by the bank upon which demand is made.

(3) Additional Charge; Amount. Any person who tenders a worthless check or worthless payment to any Kenosha County official, employee, department, office or agency, shall be liable to the

County for payment of the amount for which the check or payment was tendered and an additional charge of \$50 to be determined annually by the Kenosha County Financial Services Division. Changes shall be approved by the Finance Committee. This additional charge shall be uniform in amount and application, and shall be comparable to charges for worthless checks and payments made by establishments in the private sector.

(4) Overpayments.

All of the Kenosha County departments, divisions, offices and agencies, etc., may retain overpayments made to such department, division, etc., when such overpayment does not exceed \$5.00, unless a written request for a refund of such overpayment is made within 90 days.

3.61 REGISTER OF DEEDS OFFICE (9/3/96)

(1) AUTHORITY. This ordinance is enacted pursuant to the authority granted by Section 59.514(2) of the Wisconsin Statutes.

(2) DEFINITIONS.

(a) "Conveyance" means a written instrument, evidencing a transaction governed by Chapter 706 of the Wisconsin Statutes and which satisfies the requirements of Section 706.02 of the Wisconsin Statutes.

(3) PARCEL IDENTIFICATION NUMBERS. Any conveyance of any interest in real estate located in Kenosha County shall contain reference to the parcel identification number affected. A parcel identification number shall be required for the recording of any conveyance.

(5) TIME FOR FILING AND RECORDING. The cut-off reception time for filing and recording documents in the Office of the Register of Deeds for Kenosha County shall be set at 4:30 p.m. on each day that the Register of Deeds Office is open to the public, and no documents will be filed or recorded after 4:30 p.m. in order that the Register of Deeds Office may have sufficient time to complete its necessary record keeping before closing at 5:00 p.m. for the day.

(3.62 deleted by passage of 2024 budget.)

3.625 COUNTY DISPOSAL OF SURPLUS SUPPLIES (7/2/96)

(1) Purpose--Rules of Construction.

(a) Interpretation. This chapter shall be liberally construed and applied to promote its underlying purposes.

(b) Purposes. To provide for the timely, effective, and efficient disposal of surplus supplies while ensuring a disposal system of quality and integrity which generates, to the fullest extent practicable, the maximum value to the public and which engenders public confidence in the disposal system.

(c) Third Party Rights. This ordinance is not intended to create any right or cause of action to any third party and is intended to be utilized as an internal disposal policy to be followed by county officials and employees.

- (d) Severability. In the event any section or sections of this ordinance are determined by a court of competent jurisdiction to be contrary to law or public policy or unconstitutional, said determination shall be confined to said section or sections and shall not affect any other provision of this ordinance.
 - (e) Effect of State or Federal Assistance Requirements. In the event state or federal requirements pertaining to disposal of items purchased in whole or in part with state or federal funds conflict with the provisions of this chapter, nothing in this chapter shall prevent the county from complying with the terms and conditions of the state or federal assistance requirements.
- (2) Definitions. Unless the context clearly requires otherwise, the words defined in this section shall have the meanings set forth below whenever they appear in this chapter.
- (a) "Disposal System" means the process, procedures, steps, and policies which comprise and define the Counties practices in the disposal of surplus supplies.
 - (b) "Supplies" unless otherwise specified means all property, including but not limited to equipment (a complete item or tool), parts (components of equipment), materials (non-consumable resources), and consumable resources but excluding buildings and land.
 - (c) "Surplus supplies" means supplies having a remaining useful life but which are no longer required by the using department in possession of the supplies, obsolete supplies, scrap materials, and nonexpendable supplies that have completed their useful life cycle.
- (3) Method of Disposal. The disposal of surplus supplies belonging to the County shall be done in accordance with the method determined to be most advantageous to the County and its citizens, including, but not limited to, trade-ins, sealed bids, auction, listing, advertisement, rummage sale, transfer to another unit of government, transfer between County departments or divisions, scrapping of items with no residual value, or recycling.
- (4) Authority to Dispose of Surplus Supplies.
- (a) The County Board shall authorize by resolution the disposal of an individual item with an estimated residual value of \$10,000 or more.
 - (b) The Finance and Administration Committee of the Kenosha County Board of Supervisors shall be delegated the authority to authorize the disposal of an individual item with an estimated residual value exceeding \$5,000 but not exceeding \$10,000.
 - (c) The County Executive, or the County Executive's designee, shall be authorized to dispose of an individual item with an estimated residual value of up to \$5,000.
 - (d) Trade-ins performed in conjunction with the procurement process shall be authorized.
 - (e) The Sheriff shall be authorized to dispose of any individual item acquired wholly through the use of federal forfeiture

funds. Receipts from the disposal of said items shall be deposited within the account or fund containing the federal forfeiture funds.

- (a) The transfer within the County of the surplus supplies of a using department shall be authorized by the Department of Administration.
 - (b) If the final sale price at auction or sale of the surplus supplies exceeds the estimated residual value, the County Executive, or the County Executive's designee, shall be authorized to take steps necessary to complete the sale and dispose of the item. (11/12/15)
- (5) Restriction on Employees. No employee of the county shall be entitled to purchase any such surplus supplies, except by public auction or competitive sealed bidding or in the case of a rummage sale until after the public at large has been given an amount of time equal to one-half of the first day of the rummage sale.
- (6) Intent. All previous ordinances and resolutions dealing with the disposal of surplus supplies are hereby superseded.

3.63 TAX DEED LANDS

- (1) Purchase Preference to Former Owner to Repurchase.
- (a) Subsequent to a tax deed being recorded to Kenosha County upon application of the County Clerk, the Kenosha County Board may, at its option, and by authority of this ordinance enacted pursuant to the authority granted in sec. 75.35(3) Wis. Stats, give preference to the former owner or his or her heirs who lost title through delinquent tax collection enforcement.
 - (b) This option may be exercised by a former owner immediately precedent to the tax deed taking or his or her heirs by written request of the same received by the Kenosha County Clerk within thirty (30) days of the date on which the deed is recorded to the County.
 - (c) Such exercise by the former owner or heirs shall require that, once rescission of the tax deed is offered by the Kenosha County Board, the requesting party shall tender to Kenosha County or to its proper officers all taxes, interest, special assessments and special charges and penalties levied, due and owing against such lands plus the actual costs as determined by the County Clerk, inclusive of publication fees, recording fees, work time to execute the tax deed process, postal expense, service fees and costs, title search fees and all other costs to bring the parcel current as of the date of the County Board decision to rescind. This time period includes the time between the recording of the deed to the County and the date of rescission by the County Board. This payment in full must be made within 10 County business days of the County Board decision to offer this remedy.
 - (d) This ordinance, when followed, removes the need to proceed under sec. 75.69 to public auction after appraisal and sale.
 - (e) This section shall not apply to tax deeded lands which have been taken in rem.
 - (f) This section shall not apply to tax deeded lands which have been improved for or dedicated to a public use by a municipality subsequent to its acquisition, nor shall it apply to a parcel taken in rem by prior agreement with a municipality for transfer thereto.
 - (g) This section applies only to homestead property.
 - (h) No former owner shall be eligible under this ordinance if they had any mortgages, tax liens, judgments or other encumbrances

against the property at the time of the tax deed taking unless satisfactory proof in writing is provided of satisfaction or reinstatement of all such encumbrances during the thirty (30) day period commencing from the date of written request for rescission of the tax deed.

- (i) An Individual or his or her heirs may exercise this option once only. Any subsequent action under this section by said individual or his heirs shall be denied summarily. (2/20/2020)

3.631 PENALTY ON DELINQUENT TAXES AND SPECIAL ASSESSMENTS (6/1/93)

- (1) AUTHORITY: This ordinance is enacted pursuant to section 74.47 of the Wisconsin Statutes, as amended.
- (2) PENALTY: A penalty is hereby imposed in the amount of 0.5% per month or fraction of a month, in addition to the interest provided for in section 74.47(1) of the Wisconsin Statutes, on any delinquent general property taxes, special assessments, special charges and special taxes.
- (3) RETENTION OF PENALTY: Pursuant to Wisconsin law, the penalty imposed by this ordinance shall be retained by the County Treasurer for Kenosha County.
- (4) SEVERANCE: If any part of this ordinance is deemed void or illegal by a court of law, but the balance may be upheld as a valid enactment, then the court shall sever and void only the illegal portion of this law and separate it from the valid law.
- (5) EFFECTIVE DATE: This ordinance shall take effect on August 1, 1993.

3.635 ENFORCEMENT OF COLLECTION OF TAX LIENS. From and after January 17, 2017, the County of Kenosha elects to adopt the provisions of section 75.521 Wis. Stats for the purpose of enforcing tax liens in such county in the cases where the procedure provided by such section is applicable. (2/7/17)

3.64 PUBLIC RECORDS AND PROPERTY

- (1) Declaration of Policy and Intent. It is the intent of the Kenosha County Board of Supervisors to enact legislation in compliance with sections 19.31 through 19.39 of the Wisconsin Statutes and all other provisions of state statutes relative to public records. In recognition of the fact that a representative government is dependent upon an informed electorate, it is declared to be the public policy of this county that all persons are entitled to the greatest possible information regarding the affairs of government and the official acts of those officers and employees who represent them. Further, providing persons with such information is declared to be an essential function of our representative government and an integral part of the routine duties of officers and employees whose responsibility it is to provide such information.
- (2) Presumption. Destruction of public records shall be completed only in accordance with those procedures authorized by law. This section shall be construed in every instance with a presumption of complete public access consistent with the conduct of governmental business. The denial of public access generally is contrary to the public interest and only in an exceptional case may access be denied.
- (3) Scope. The scope of this ordinance covers all records as hereinafter defined, including those made prior to the existence of this

ordinance and still available to the general public. It is the intent of the Kenosha County Board of Supervisors that this ordinance relate to all internal memoranda which may not be otherwise excepted by law as well as all materials and records as hereinafter defined which may have originated from sources other than Kenosha County or its officers or employees and which may not otherwise be excepted by law.

(4) Definitions.

- (a) Authority. Authority means any of the following having custody of a record: a county office, elected or appointed officials, agency, board, commission, committee, council, department or public body corporate and politic, created by law or ordinance, rule or order of Kenosha County; any quasi-governmental corporation; any court of law; the county board of supervisors; non-profit corporations which receive more than 50% of its funds from the county and which provide services related to public health or safety to the county; or a formally constituted sub-unit of any of the foregoing.
- (b) Confidential. A matter is deemed confidential if it falls within the scope of any matter which may properly be discussed in a closed session of any public meeting pursuant to the provisions of section 19.85 of the Wisconsin Statutes or has been deemed confidential pursuant to state statutes or court order.
- (c) Legal Custodian. Legal custodian is that person vested by an authority with the full legal power to render decisions and carry out the duties of the authority under this ordinance. No legal custodian shall be responsible for the records of another legal custodian unless he or she has possession of the records of such other custodian.
 - 1. In an elective office, the elected official is the legal custodian of his or her records and the records of his or her office unless said official has designated by posting in accordance with section (7) of this ordinance an employee of his or her staff to act as the legal custodian.
 - 2. In the case of a committee of elected officials, the chairperson or his designee appointed in accordance with section (7) of this ordinance is the legal custodian of the records of the committee.
 - 3. In the case of a joint committee of elected officials, the co-chairpersons or their designees, appointed in accordance with section (7) of this ordinance, is the legal custodian of the records of the joint committee.
 - 4. In the case of a board or commission, the chairperson of the board or commission or their designee, appointed in accordance with section (7) of this ordinance, shall be the legal custodian of the records of the board or commission.
 - 5. In the case of an agency or department or of a non-profit corporation receiving more than 50% of its funds from the county and which provides services related to public health or safety to the county, the agency or department head or highest ranking officer and chief administrative

officer or their designees, appointed in accordance with section (7) of this ordinance, shall be the legal custodian of the records of the agency, department or non-profit corporation.

- (d) Personal Material. Personal material is any record or part thereof which contains only those communications which are totally unrelated to the affairs of government.
 - (e) Record. Record means any material on which written, drawn, printed, spoken, visual or electromagnetic information is recorded or preserved, regardless of physical form or characteristics, which has been created or is being kept by an authority. "Record" includes, but is not limited to, handwritten, typed or printed pages, maps, charts, photographs, films, recordings, tapes, (including computer tapes), and computer print-outs. "Record" does not include drafts, notes, preliminary computations and like materials prepared for the originator's personal use or prepared by the originator in the name of a person for whom the originator is working; materials which are purely the personal property of the custodian and have no relation to his or her office; materials to which access is limited by copyright, patent or bequest; and published materials in the possession of an authority other than a public library which are available for sale or which are available for inspection at a public library.
 - (f) Requester. Requester means any person who requests inspection or copies of a record.
 - (g) Search. Any activity involving locating at any one time a record or related or unrelated records made at the request of a requester. A search is deemed to involve a minimum of five minutes time.
 - (h) Timely Access. Access to records for purposes of inspection or copying within a reasonable time after the request has been made, taking into consideration other responsibilities of the office, personnel limitations, and the nature and quantity of the request. Where access cannot be granted within five business days of the request, the requester shall be so informed in writing along with the date by which the information shall be provided, the reason for the delay, and the requester's right to appeal the delay.
- (5) Alternate Custodian of Public Records. For purposes of this ordinance, all legal custodians, with the exception of county board supervisors, shall designate an alternate legal custodian who shall act in the absence of the legal custodian.
- (6) Responsibility of Custodian.
- (a) Access. It is the responsibility of the custodian to insure timely, complete and full access of all records in accordance with this ordinance and Wisconsin Statutes sections 19.31 to 19.39. To this end, he shall insure that all records as heretofore defined are properly maintained in accordance with section 59.71(2), section 889.30 and section 990.01(36) of the Wisconsin Statutes, managed, indexed and filed so as to provide for access in accordance with sections 19.31 through 19.39 of the Wisconsin Statutes. If, however, a record of an authority is occasionally taken to a location other than the location where such records are regularly kept and such

records may be inspected at such place as they are regularly kept upon one business day's notice, access need not be provided at the occasional location. In the event access is denied, the legal custodian shall notify the requester of the denial, in whole or in part, the reasons therefore, and the right of the requester to appeal.

- (b) Security. The custodian of such public records shall be responsible for establishing a security system to insure the preservation of such records, and where deemed necessary, to provide for duplicate copies which may be certified upon request by said custodian as being an accurate and complete representation of the original record in the event that the original record is misplaced or lost. The custodian shall establish such rules and regulations as deemed necessary and appropriate and not inconsistent with state statutes to insure that such documents and records in his possession remain in his possession and unaltered or damaged. The custodian shall cooperate with the Director of Emergency Government with respect to establishing a plan for the preservation of public records in the event of an emergency.
- (c) Erroneous Records. It is the responsibility of the custodian to insure that any erroneous information inadvertently given to a requester be corrected as soon as the custodian is made aware of the fact that such misinformation has been given.
- (d) Editing. The custodian is responsible for editing all such records to insure that no part of the record which is properly confidential is made public, either directly or indirectly.
- (e) Delivery of Records. The custodian has a responsibility to deliver all public records to his successor in accordance with state statutes.
- (f) Certification. The legal custodian shall certify copies as required by law and pursuant to section 889.08 and with respect to certification of non-filing pursuant to section 889.09 of the Wisconsin Statutes.
- (g) Destruction of Public Records. Records, except as hereinafter noted, may be destroyed only in accordance with section 59.715, 59.716 and 59.717 of the Wisconsin Statutes or in accordance with the provisions of these state statutes or state administrative rules outlining the procedure for destroying specific records. Where no state statute or administrative rule exists, the custodian shall use those procedures established in accordance with section 3.645 of the Municipal Code of Kenosha County. Records may not, however, be destroyed at anytime after the receipt or request for inspection or copying until after the request is granted or until at least 60 days after the date that the request is denied. If an action is commenced under section 19.37 of the Wisconsin Statutes, the requested record may not be destroyed until after the order of the Court in relation to such record is issued and the deadline for appealing that order is passed or if appealed, until after the order of the Court hearing the appeal is issued. If the Court orders the production of any record and the order is not appealed, the requested record may not be destroyed until after the request for inspection or copying is granted. A record shall be kept by the legal custodian of all destroyed records.

- (7) Notice and Form. Each legal custodian as defined herein, with the exception of the county board of supervisors, shall permanently display and make available for inspection and copying at its office for the guidance of the public, the following notice, each section of which shall be deemed to have been so ordained as such by the county board:

WISCONSIN PUBLIC RECORDS LAW

(Name of Department, Committee, Commission, Etc.)

1. Under Wisconsin Statutes section 19.35(1), a copy of which may be obtained from the legal custodian, members of the public have certain rights to access to public records. These rights include the right to inspect any record as defined herein, to photocopy said record or obtain a legible or audible copy of any tape or video recording and the right to photograph a record, the form of which does not permit copying. A member of the public need not identify himself or herself or state the purpose of the request in order to inspect or copy a record.
2. Exceptions. The public's right to access to public records may be limited according to law in certain circumstances where the material is deemed confidential; where the material is not classified as such as a public record in accordance with section 3.64(4)(e) of this ordinance. In addition, the public's right to access is limited pursuant to the provision of section 19.36 of the Wisconsin Statutes, a copy of which law may be obtained from the legal custodian, which permits withholding information in certain circumstances relating to the application of other laws, law enforcement records, contractor's records, computer programs and data, and trade secrets.

Substantive common law principals construing the right to inspect or copy apply, i.e., upon certain findings of fact, it may be determined that the harm to the public interest resulting from disclosure would outweigh the public interest in full access to the requested record.

The provisions of the Wisconsin Public Records Law do not apply to a record which has been or will be promptly published with copies offered for sale or distribution. In addition, the county is not required to create a new record by means of extracting information from existing records and compiling the information in a new format.

3. This office has been designated by the Kenosha County Board of Supervisors as a county department and as such a depository for certain public records and is charged with those responsibilities set forth in section _____ of the Wisconsin Statutes including, but not limited to:

4. The undersigned legal custodian is responsible for insuring compliance with section 19.31 through 19.39 of the Wisconsin Statutes and sections 3.64 and 3.645 of the Municipal Code of Kenosha County so as to insure that the public may obtain information and access to records in his custody for purposes of inspection or copying. The legal custodian may make such reasonable rules not inconsistent with state statutes as deemed necessary to insure that records are not stolen, misplaced or damaged. The legal custodian for this office has established the following rules: (eg., specificity, public handling, use, time requirements, cost estimates, prepayment, removal, excess costs, non-payment on account, and

reasonable limitations as to subject matter or length of time represented by the record):

5. The legal custodian for this office is _____; his designee is _____; and in the event of the absence of either the legal custodian or his designee, the alternate legal custodian is _____.

(position)

6. Records for this office may be obtained in the following location:

- 7.* Records may be obtained in this office during normal office hours between 8:00 a.m. and 5:00 p.m., Monday through Friday, unless otherwise specifically authorized by law.

- 7.* Because this office does not maintain regular office hours at the location where records are kept, access is permitted to records upon at least 48 hours written or oral notice of intent to inspect or copy a record.

- 7.* Because this office does not maintain regular office hours at the location where records are kept, access to records is permitted during the following two consecutive hours on the following days:

_____.
Twenty-four hours advance written or oral notice to inspect or copy a record is required.

8. Facilities. The following facilities which are available to the employees of this department, committee or commission are available to the public to obtain information and access and to make requests for records or obtaining copies of records, inspecting such records and abstracting of records during office hours as established above. This department, committee or commission is not required to purchase or lease photocopying, duplicating, photographic, video, sound duplicating or other equipment or to provide a separate room for such inspection or copying of records.

9. Fee Schedule

The following costs and fees shall be collected by the legal custodian and are imposed to cover the copying of records:

Search. Prior to searching for or locating any record, an estimate shall be given as to the actual, necessary and direct costs involved in locating the record being requested. No charge will be made for the first \$50 incurred in locating the record or records, exclusive of copying, being requested by an individual requester. Any charge over \$50 will result in first dollar liability. A search for a record shall be deemed to incur a minimum of five minutes time. The actual, necessary and direct costs for locating records is to be calculated on the basis of \$_____ per hour, said costs taking into account all related personnel costs and equipment time.

Reproduction Costs. (actual, necessary and direct costs)

	<u>Personnel Cost</u>	<u>Equipment Cost</u>	<u>Material</u>	<u>Total</u>
Photocopying	/	Copy Machine _____	Paper \$ _____/sheet	_____
Audio Tapes	/	Recorder _____	Tape \$ _____/tape	_____
Video Tapes	/	Recorder _____	Tape \$ _____/tape	_____
Microfiche	/	Microfilm reader and copier _____		_____
Photograph	/	Camera and _____	Film + actual developing costs _____	_____
Computer Data	/	Computer Time _____	Paper \$ _____/printout _____	_____

Certification. Certified copies of records may be obtained from the legal custodian at the cost of \$ _____ per certificate unless such other cost is specified by law.

Mailing and Shipping. Mailing or shipping costs shall be assessed to the requester at the rate of the actual, necessary and direct costs involved in mailing or shipping a copy or photograph.

Prepayment. All mailing and shipping costs and search or reproduction fee in excess of \$5.00 shall be paid in advance to the legal custodian and properly accounted for by said custodian. An itemized statement shall be presented to the requester of the actual, necessary and direct costs.

The legal custodian may deem, with the approval of the county board, that certain records be distributed free of charge to the general public. Pursuant to Wisconsin Statutes section 59.71(1), the books, records, papers and accounts of the county board shall be deposited with the county clerk and shall be open without any charge to the examination of all persons. Pursuant to section 19.25 of the Wisconsin Statutes, no fee shall be charged to state officers requiring a search or copy of any county record.

10. Denials and Appeals. In the event that you are denied access to records, in whole or in part, you are entitled to know the reason for the denial. If a request is made orally, the decision to deny access may be made orally unless a demand for the written statement of the reasons for the denial is made within five business days of the oral denial.

If the custodian denies a written request in whole or in part, he shall receive from the custodian a written statement of the reasons for denying the request. Every written denial of a request by a custodian shall inform the person making the request that if the request for the record was made in writing, then the denial is subject to review upon a petition for a writ of mandamus under section 19.37(1) of the Wisconsin Statutes or upon application to the attorney general or district attorney.

You may appeal the decision of the legal custodian to deny records pursuant to the provisions of this municipal code relating to administrative appeals. In the alternative, you may seek advice from the attorney general as to the applicability of the Wisconsin Public Records Law under any circumstance. The attorney general may be contacted by writing to: State Capitol, Madison, Wisconsin 53702. In addition, you may furthermore, in the event of a delay in obtaining records or in the event of denial of access to records after a written request for disclosure is made, have the following remedies for purposes of reviewing the action of the legal custodian and obtaining compliance:

- (a) The requester may bring an action for mandamus asking a court to order release of the record. The court may permit the parties or their attorneys to have access to the requested record under restrictions or protective orders as the court deems appropriate, and/or

(b) The requester may, in writing, request the district attorney of the county where the record is found, or request the attorney general, to bring an action for mandamus asking a court to order release of the record to the requester. The district attorney or attorney general may bring such an action.

Costs, fees and damages may be awarded in accordance with Wisconsin Statutes sections 19.37(2), (3) and (4).

11. Stolen, Concealed, Misplaced, Damages or Altered Records. In the event that any record inspected or copied, is taken without permission, intentionally concealed, damaged, or improperly altered by a member of the public, he or she may be guilty of a Class C Felony pursuant to section 943.38(1) or a Class D Felony pursuant to Wisconsin Statutes section 946.72(1). In the event that a member of the public negligently misplaces or damages such record, he may be held liable for all consequent damages including costs of replacement.

Legal Custodian

Designee

Alternate Legal Custodian

7* -- strike two

- (8) Enforcement. Notwithstanding any other provision of the Municipal Code of Kenosha County, enforcement of this ordinance and costs, fees, damages and penalties awarded in conjunction with enforcement of this ordinance shall be limited exclusively to those provisions made in Wisconsin Statutes section 19.37(1) to (4).
- (9) Amendments and Repeal. It is the intent of the Kenosha County Board of Supervisors that all amendments to section 19.31 through 19.39 of the Wisconsin Statutes be incorporated by reference as of the time that such amendment to the state statute takes effect.
- (10) Severability, Prior Rules, Repeal, Effective Date and Publication.
- (a) If any provisions of this ordinance are invalid or unconstitutional, or in conflict with the Wisconsin Statutes, or if the application of this ordinance and these rules or ordinance is invalid or unconstitutional or conflicting, said provision shall not affect the provisions or application of this ordinance which can be given effect without the invalid or unconstitutional provision.
 - (b) All ordinances or resolutions or parts thereof in conflict herewith are hereby repealed.
 - (c) This ordinance shall take effect upon passage and publication as provided by law.
 - (d) The Corporation Counsel shall, with the assistance of IT and/or any other appropriate County departments, divisions, or offices, undertake a review of fees charged for copies in order to ensure that they reflect the "actual, necessary and direct costs" as provided by law. Such review shall occur three years after the effective date of this provision, following its passage and publication, and then every three years thereafter. Upon its completion, the findings of the review shall be shared with the County Board Chair and the County Executive who shall, with the assistance of the Corporation Counsel, determine what, if any, further action or notification is needed. (8/6/19).

3.645 RETENTION AND DESTRUCTION OF RECORDS (4/4/12)

- (1) Intent, Construction, Severability. It is the intention of this ordinance that the welfare of the public be promoted by efficient use of the limited space in county buildings; that public records be kept, until they are obsolete, by economical methods; that the Historical Society of the State of Wisconsin be given possession of any records the county no longer needs which such Society desires; that obsolete public records be efficiently destroyed without undue storage. This ordinance should be liberally construed to give effect to its purpose. It is intended that this ordinance be interpreted to be consistent with the applicable state and federal law. This ordinance is separable, if any portion of this law is declared invalid, it shall not affect the validity of the balance of this law.
- (2) Definitions. In this ordinance,
- (a) Public record. "Public record" means any material, document, writing, photograph or other property required to be kept by a county official under Chapter 19 of the Wisconsin Statutes dealing with the custody of official property.

- (b) Obsolete public records. "Obsolete public records" means those records which because of their age and content have become useless or nonfunctional both to the general public and the administrators of county government.
- (3) Notice to Historical Society. Unless waiver is expressed by the Wisconsin Historical Society prior to the destruction of any public records, notice by mail shall be given to the State Historical Society and such society shall be offered the records under consideration as in sec. 19.21 of the Wisconsin Statutes, in the Uniform County Schedule or otherwise, at least 60 days before destruction. If such society accepts the offer within said 60 days, custody and title of the records shall be transferred from the county to the society.
- (4) Adoption of Uniform County Records Retention/Disposition Schedule.
In recognition of the benefits of the thorough listing of categories for over 1,000 types of county records, the shorter retention time periods approved, the waiver of the duty to offer the records about to be destroyed to the State Historical Society 60 days beforehand for the great majority of categories listed, and to receive updated schedules when approved by the Records Board, and to allow consistency among the 72 counties, Kenosha County hereby adopts the Wisconsin Public Records Board approved COUNTY RECORDS RETENTION/DISPOSITION SCHEDULE, as amended from time to time. The current version is set forth in attached Addendum "A". The complete retention schedules are located at <https://publicrecordsboard.wi.gov/Documents/County%20GRS.pdf>

3.6451 RETENTION OF RECORDS - JOINT SERVICES BOARD (11/15/05)
The following schedule of records and retention periods approved by the Wisconsin Department of Administration Public Records Board on June 6, 2005 shall apply at the Kenosha County Joint Services Board.

KENOSHA CITY/COUNTY JOINT SERVICES Proposed Records Retention Schedule

Record Title	Record Purpose	Proposed Retention Period
Alarm Subscriber Contract	Original contract between Parkland and alarm subscriber	7 years after the last effective day thereof 59.52(4)(a)(10)
Alarm Subscriber Cancellation Notices	Informs Board of company's desire to be terminated from alarm board	3 years after termination of contract
Applications / Candidate Files	Candidate information for employment purposes	7 years after expiration of eligibility list
Audit Reports	Yearly financial activities	Permanently
Audit Trails	Generated from Firststar Payroll Services. Computer analysis of payroll information	Current fiscal year and 4 back fiscal years (FIS+4 years)
Background Investigation Results	Documents results of background investigation efforts for candidates	7 years after expiration of eligibility list
Bank Statements Cancelled Checks, Check Stubs, FlexBen Checking	Documents transactions from bank on a monthly basis	10 years (Cancelled Checks are 7 years per 59.52(4)(a)(16))
Bloodborne Pathogen Exposure, Medical Record of	Declaration of unsafe exposure incident	Duration of employment plus 30 years 29 CFR 1910.20, per Safety Manual

Record Title	Record Purpose	Proposed Retention Period
Board Agendas* Board Minutes*	Records transactions at meetings	Permanent*
Budget, Final Copy	Board approved copy	Permanently
Budget Records	Worksheets used to prepare budget information	7 years
CAD Online Printout	Records all dispatch activity in CAD	7 years
Cash Register "Z" Tapes	Tape of daily cash register activity	7 years, per Corp. Counsel Opinion 94-4
Cash Register "X" Tapes	Tape of daily cash register activity. Duplication of Z tape	Current fiscal year and 4 back fiscal years (FIS+4 years)
Clothing Allowance Voucher	Request made by employee for reimbursement for clothing expenses. Also captured on earnings register	Current fiscal year and 4 back fiscal years (FIS+4 years)
Deferred Compensation Information	Information generated from Citistreet and/or Nationwide Retirement Solutions detailing employee contributions	7 years, per Corp. Counsel Opinion 94-4
Department Payroll Summary	Generated by departments. Source document for master payroll information. Also captured on Earnings Register	10 years (7 years required, per Corp. Counsel Opinion 94-4)
Earnings Register ADP Records	Tracks all employee payroll information; hours worked, taxes, department totals	10 years
Evidence/ID - Incident Photographs and Negatives	Crime scene photographs	10 years (8 years required per 59.27(8))
Evidence/ID - Inmate Photograph and Photograph Record	Mugshot at time of booking	8 years, per 59.27(8)
Evidence/ID - Latent Log Books	Log of latents submitted by officers	7 years
Evidence/ID - Lost and Found Notebooks	Log of lost and found property	7 years
Evidence/ID - Old Jail Identification Number Log Books	Log of identification numbers assigned and names	7 years
Evidence/ID - Photo Log Book	Log of film rolls sent out for processing	7 years
Evidence/ID - Property Log Number Book	Log of evidence turned in and the unique number that is assigned	7 years
Evidence/ID - Sign In/Out Logs	Log of persons who have entered Evidence Rooms A & B or the lab (after hours)	7 years
False Alarm Report - Chargeable	Requesting payment for false alarm charges	7 years, per Corp. Counsel Opinion 94-4
False Alarm Report - Nonchargeable	Report/invoice for alarm determined not to be chargeable. Info also maintained in calls for service	7 years, per Corp. Counsel Opinion 94-4
False Alarm Yearly Report	Documents entire year's false alarm activity	7 years
Financials - Accts Payable	Check Reconciliation, Check Register, Journal Entries	Current fiscal year and 4 back fiscal years (FIS+4 years)
Financials - Accts Receivable	JARUPDAT	Current fiscal year and 4 back fiscal

Record Title	Record Purpose	Proposed Retention Period
	Invoice Register, Journal, Acct Distribution Listing, Invoices	years (FIS+4 years)
Financials - Accts Receivable Reports	JAROPEN, JARREPORT, JARSTMTS Open Accts Receivable Invoices, Monthly Distribution Listing, Payment Register, Open by Year, Status, Department, and Statement Register	Current fiscal year and 4 back fiscal years (FIS+4 years)
Financials - Daily Cash	JDC FINAL Accts Receivable Payment Register, Journal Balance	Current fiscal year and 4 back fiscal years (FIS+4 years)
Financials - Daily Journals	JFN DAILY Journal entries from prior day	Current fiscal year and 4 back fiscal years (FIS+4 years)
Financials - JGLEDGERS (Updated)	JGLEDGERS Monthly financial activity	Permanent
Financials - JPOFINAL	JPOFINAL Purchase Order Transactions, changes, Outstanding	Current fiscal year and 4 back fiscal years (FIS+4 years)
Fixed Asset Inventory Log	Documents assets as per GASB	Permanent
FMLA Chart	Tracks yearly State and Federal FMLA days	3 years after leave ends
FMLA Disability Leave Request	Leave request and physician's statement	3 years after leave ends
FMLA Disputed Designation	Records dispute over the designation of FMLA leave	3 years after the leave ends or the request is denied
FMLA Leave Days	Payroll instructions on how to charge the FMLA day	3 years after leave ends
FMLA JSM 94-FMLA	Response to Request for FMLA	3 years after leave ends
FMLA State and Federal FMLA Worksheet	Optional form that assists Director in granting of FMLA requests	3 years
Fuel Print Outs	Documents fuel usage of squads and other vehicles for billing purposes	7 years
Green Sheets	Documents signed by employees confirming days off and reason	Current year plus 2 years, per Corp. Counsel Opinion 94-4
HIPAA - Authorizations, all signed	Document of authorization	6 years from either the date it was created or the date it was last in effect, whichever is later
HIPAA - Business Associate Agreements	Records agreement between the Agency and business associates with respect to HIPAA	6 years from either the date it was created or the date it was last in effect, whichever is later
HIPAA - Employee Training Documents	Training manual documentation and procedures	6 years from either the date it was created or the date it was last in effect, whichever is later
HIPAA - Entity Status	Information on whether an entity is a hybrid or affiliated entity or an organized health care arrangement	6 years from either the date it was created or the date it was last in effect, whichever is later
HIPAA - Individual Complaints	Document of individual complaints and their outcomes	6 years from either the date it was created or the date it was last in effect, whichever is later
HIPAA - Individual Rights Forms	Documentation regarding the following individual rights:	6 years from either the date it was created or the date it was last in effect,

Record Title	Record Purpose	Proposed Retention Period
	1. Right to request amendment of PHI (form 4) 2. Right to an accounting of disclosures of PHI (form 5) 3. Right to inspect and obtain copies of PHI (form 3) 4. Right to request restrictions on uses and disclosures of PHI (form 1) 5. Right to request confidential communications of PHI (form 2)	whichever is later
HIPAA - Minimum Necessary Policies and Procedures	Agency's policy on Minimum Necessary, including protocols for PHI use, routine disclosures and requests	6 years from either the date it was created or the date it was last in effect, whichever is later
HIPAA - Plan Document and Summary Plan Description	Description of the plan	6 years from either the date it was created or the date it was last in effect, whichever is later
HIPAA - Plan Sponsor Certifications	Certification to the Plan regarding Plan amendments and firewalls	6 years from either the date it was created or the date it was last in effect, whichever is later
HIPAA - PHI Disclosures	Records of disclosures that are required to be accounted for under the Privacy Standards	Must be made available to an individual for six (6) years after the request date <u>OR</u> 6 years from either the date it was created or the date it was last in effect, whichever is later
HIPAA - PHI Use and Disclosure	Records on any PHI use and disclosure for research purposes, as allowed without authorization under the Privacy Standards	6 years from either the date it was created or the date it was last in effect, whichever is later
HIPAA - Policies on PHI uses and disclosures	Agency's policy on use of PHI and its disclosures	6 years from either the date it was created or the date it was last in effect, whichever is later
HIPAA - Privacy Notice	Notice of Privacy Practices	6 years from either the date it was created or the date it was last in effect, whichever is later
HIPAA - Sanctions Imposed	Records of any sanctions imposed in connection with non-compliance with the Privacy Standards	6 years from either the date it was created or the date it was last in effect, whichever is later
Hiring Process Folders	Documentation of each hiring process	Permanent
Income Statements	Revenues and expenditures for each month	Current fiscal year and 4 back fiscal years (FIS+4 years)
Individual Health Claim Files	Health insurance claims processing documents	7 years from the date paid
Insurance Policies - Expired	Reflects previous coverages	7 years after the last effective day thereof 59.52(4)(a)(10)
Invoices Purchase Orders Statements Purchase Requisitions Copies of Checks	Accounts payable information documenting purchasing transactions. Filed as a packet.	10 years
Invoices / Statements for clients	Requesting payments for various	7 years

Record Title	Record Purpose	Proposed Retention Period
(Fleet Maintenance Department)	charges	
Kenosha County Detail Listing of Obligations versus Budget	Documents County's expenditures to Joint Services to date and future obligations	Upon confirmation of amounts
Kenosha County Payment Voucher	Originated from County. Completed by Joint Services to request monthly operating monies	Current fiscal year and 4 back fiscal years (FIS+4 years)
Ledger Sheets; general ledger sheets, subsidiary ledger sheets, Trust account ledger	Captures and summarizes information from journal sheets	7 years required, per Corp. Counsel Opinion 94-4
Life Insurance Census Report	Confirms employee earnings and coverage amounts for life insurance purposes	Current fiscal year and 4 back fiscal years (FIS+4 years)
Logging Tapes (Radio / Phone Logs)	All voice transmissions in dispatch are recorded for investigative purposes	120 days
Master Payroll Information	Generated from Administration for payroll. Information also captured on earnings register	3 years, per Corp. Counsel Opinion 94-4
Mileage Trip Sheet	Documents all odometer readings and purpose for agency's vehicle usage	Current fiscal year and 4 back fiscal years (FIS+4 years)
OSHA Form 200	Log of workers' injuries	5 years, per Public Law 91.596 and 29 CFR 1904
OSHA Forms 300 & 300A	Log and summary of work related injuries and illnesses	5 years following the year to which they pertain, per Public Law 91.596 and 29 CFR 1904
Overtime Posting	Notice of voluntary and mandatory overtime opportunities on which employees sign up	1 year after the record is made
Overtime Reports and Charts	Monthly record of department's hours and costs for overtime	Current fiscal year and 4 back fiscal years (FIS+4 years)
Parts Inventory Listing	Keeps track of inventory on a monthly basis. Also captured on the year-to-date report	Current fiscal year and 4 back fiscal years (FIS+4 years)
Parts Inventory - Year to Date Report	Tracks inventory on an annual basis	Permanent
Payroll Adjustment Forms	Generated from Firststar Payroll Services. Hard copy of verbal information	Current fiscal year and 4 back fiscal years (FIS+4 years)
PCI Group Number and Identification Number Forms	Assigns identification number to written test participant	7 years
PCI Individual Psychological Assessments	Hiring assessment	7 years
PEI Test Packets (Non-Hired Applicants)	Written test packets for 911 dispatchers	7 years, except if a discrimination complaint has been filed records will be maintained until final disposition of case
Personnel Files for Terminated Employees	Contains all employment information for employee	7 years after termination of employment per Corp. Counsel Opinion 94-4
Physical and Drug Screen Results	Pre-employment physical and drug	7 years for POSITIVE (failed) results

Record Title	Record Purpose	Proposed Retention Period
(Non-Hired Applicants)	screen examination results for hiring consideration	
Postage Worksheets	Documents postage used by other departments	Current fiscal year and 4 back fiscal years (FIS+4 years)
Proposal / Bid List / Notices of Taking Bids	Documents bid specifications and proposals from vendors	7 years required per Corp. Counsel Opinion 94-4 and 59.52(4)(a)(10)
Receipts / Deposit Records	Documents deposits	10 years
Receipt Register Report (Laurie's)	Records daily cash register activity by shift. Duplicate of FM Clerk paperwork	Current fiscal year and 4 back fiscal years (FIS+4 years)
SAFEGUARD Journal Sheets; general journals, cash disbursement journals, accounts receivable journals	Records accounting transactions	7 years
Statistical Reports (Communications)	Hand written logs; lost/found animals; abandoned vehicles; charge card requests; county fire/rescue tests; street / highway closing; attempts to locate	2 years
Supply Requisitions	Department request for items from inventory	Until appropriate charges are posted
Tape Request Forms	Requests by District Attorney, citizens, and other agencies for copies of phone calls and/or radio transmissions	Current year plus 3 years, per Corp. Counsel Opinion 94-4
Tax Forms	Quarterly reports completed by Firststar Payroll Services	7 years, per Corp. Counsel Opinion 94-4
Time Cards	Source document for payroll information. Information also captured on Earnings Register	3 years, per Corp. Counsel Opinion 94-4
Time Documents	Generated by Firststar, lists hours worked by each employee. Information also captured on Earnings Register	7 years
Tow Lists	List of tows called by KSD and KPD officers	4 years, per Corp. Counsel Opinion 94-4
Trade Sheets	Documents signed by employees confirming days off	Current year plus 2 years
Union Contracts	Signed agreement which outlines working conditions and benefits	7 years after the last effective day thereof, 59(4)(a)(10)
Vacancy Packets	Documents position and shift vacancies and the process of filling that vacancy	Permanent
Vehicle Maintenance	Documents daily work for vehicles for billing purposes. Also captured on statements	Current fiscal year and 4 back fiscal years (FIS+4 years)
W2's	Employer copy of W2	7 years, per Corp. Counsel Opinion 94-4
Wisconsin Retirement System Annual Reconciliation Report	Provides employee salary information to WRS for pension purpose	7 years, per Corp. Counsel Opinion 94-4
Wisconsin Retirement System Employee Transaction Report	Submitted to WRS upon termination of employee	7 years, per Corp. Counsel Opinion 94-4
WKC-12-E Employer's First Report of Injury	Employee injury report form	5 years

Record Title	Record Purpose	Proposed Retention Period
Yearly Attendance Records	Summarizes employee work schedules and exceptions to schedule on an annual basis	Maintained throughout employee's tenure
9-1-1 Online Print Out - <i>Generated up to 12/99</i>	24 hour record of 9-1-1 calls being received	3 years in addition to current year, per Corp. Counsel Opinion 94-4
9-1-1 Daily Call Report	24 hour record of 9-1-1 calls being received (different format from above)	7 years in addition to current year, per Corp. Counsel Opinion 94-4
9-1-1 Update Error Report	Daily report of database corrections	1 year in addition to current year, per Corp. Counsel Opinion 94-4
9-1-1 Position and Time Report	Chronological record of all 9-1-1 calls, listing times, trunks, transfers, and hang ups	3 years in addition to current year, per Corp. Counsel Opinion 94-4

* If the retention of Board Agendas and/or Minutes changes from permanent, these records will be offered to the Wisconsin Historical Society, Wis. Stat. 19.21

3.65 ADMINISTRATIVE APPEALS (5/21/02)

- (1) Municipal Administrative Procedure. Chapter 68 of the Wisconsin Statutes, Municipal Administrative Procedure, as hereinafter modified pursuant to the authority granted in section 68.16 of the Wisconsin Statutes is hereby adopted by reference
- (2) Determinations Reviewable. The following determinations are reviewable under this chapter:
 - (a) The granting or denial in whole or in part after application of an initial permit, license, right, privilege or authority, with the exception, however, of those matters governed by the appeal process provided in the Kenosha County General Zoning and Shoreland/Floodplain Zoning Ordinance.
 - (b) The suspension, revocation or non-renewal of an existing permit, license, right, privilege or authority, except as provided in (3).
 - (c) The denial of a grant of money or other thing of substantial value under a statute or ordinance prescribing conditions of eligibility for such grant.
 - (d) The imposition of a penalty or sanction upon any person except a municipal employee or officer, other than by a court.
 - (e) The tax refund interception in accordance with section 71.935, Wisconsin Statutes.
- (3) Determinations Not Subject to Review. Except as provided in section (2) of this ordinance, the following determinations are not reviewable under this chapter:

- (a) A legislative enactment. A legislative enactment is an ordinance, resolution or adopted motion of the governing body of a municipality.
 - (b) Any action subject to administrative or judicial review procedures under other statutes or ordinances.
 - (c) The denial of a tort or contract claim for money, required to be filed with the municipality pursuant to statutory procedures for the filing of such claims.
 - (d) The suspension, removal or disciplining or nonrenewal of a contract of a municipal employee or officer.
 - (e) The grant, denial, suspension or revocation of a cabaret license.
 - (f) Judgments and orders of a court.
 - (g) Determinations made during municipal labor negotiations.
 - (h) Any action which is subject to administrative review procedures under an ordinance providing such procedures as defined in section 68.16 of the Wisconsin Statutes.
 - (i) Notwithstanding any other provision of this chapter, any action or determination of a municipal authority which does not involve the constitutionally protected right of a specific person or persons to due process in connection with the action or determination.
- (4) Review of Administrative Determinations. Any person having a substantial interest which is adversely affected by an administrative determination of a governing body, board, commission, committee, agency, officer or employee of Kenosha County or agent acting on behalf of Kenosha County as set forth in section (2) of this ordinance, may have such determination reviewed as provided in this chapter. The remedies under this chapter shall not be exclusive. No department, board, commission, agency, officer or employee of Kenosha County who is aggrieved may initiate review under this chapter of a determination of any other department, board, commission, agency, officer or employee of Kenosha County but may respond or intervene in a review proceeding under this chapter initiated by another.
- (5) Persons Aggrieved. A person aggrieved includes any individual, partnership, limited liability company, corporation, association, public or private organization, officer, department, board, commission or agency of Kenosha County whose rights, duties or privileges are adversely affected by a determination of Kenosha County's authority.
- (6) Written Determinations. If a determination that is reviewable under this section is made orally, or, if in writing, does not state the reasons therefore, the administrative authority making that determination shall, upon written request of any person aggrieved by such determination made within 10 days of notice of such determination, reduce the determination and the reasons therefore to writing and mail or deliver such determination and reasons to the person making the request. The determination shall be dated, and shall advise such person of the right to have such

determination reviewed, the time within which such review may be obtained, and the office or person to whom a request for review shall be addressed. For purposes of this section, an authority making a determination is defined to include the Kenosha County Board, its committees, commissions, department heads, divisions, elected officials, employees or deputies.

(7) Petition for Review. Any aggrieved person may have a written or oral determination that was previously made reviewed by:

- (a) Forwarding a written request by mail or hand delivery to the authority which made the determination and the county clerk within 30 days after having been advised and notified of such determination.
- (b) Including in said request for review the ground or grounds upon which the person aggrieved contends that the decision should be modified or reversed.
- (c) Requesting that the review shall be made by the officer, employee, agent, agency, committee, board, commission or body who made the initial determination.

Failure to make a request as noted above to the proper party shall not preclude the person aggrieved from review unless such failure has caused prejudice to the municipal authority.

(8) Initial Review.

- (a) The request for review made to the officer, employee, agent, agency, committee, board, commission or body who made the initial determination shall be reviewed at least 15 days of the receipt of a request for review. This 15 day time limit may be preempted by other applicable rules or law that provides for less than 15 days. This time for review may be extended by written agreement with the person aggrieved.
- (b) The person aggrieved may file with the request for review or within the time agreed with the municipal authority written evidence and argument in support of the person's position with respect to the initial determination.
- (c) The authority making the initial determination may affirm, reverse or modify the initial determination and shall mail or deliver to the person aggrieved a copy of the decision on review, which shall state the reasons for such decision. The decision shall advise the person aggrieved of the right to appeal the decision to the Board of Administrative Appeals under section (10), the time within which such appeal shall be taken, and the office or person with whom the notice of appeal shall be filed.

(9) Board of Administrative Appeals.

- (a) A Board of Administrative Appeals is hereby created and empowered to promulgate such rules of procedure that are not inconsistent with either the County Board Rules of

Procedure or the Wisconsin Open Meeting Law. Said board shall consist of five members who are not County of Kenosha employees, and are appointed by the county executive with the concurrence of the Kenosha County Board of Supervisors with each member being appointed for a three year term so as to provide at least one vacancy to be filled each year.

- (b) Members of the Board of Administrative Appeals shall be compensated for incidental expenses incurred by reason of their service on the same basis and at the same rate as are members of the Kenosha County Zoning Board of Adjustment pursuant to Chapter 12 of the Municipal Code of Kenosha County, as amended.
- (c) In the event there can be no impartial hearing officer found on the board in a matter that comes before the Board of Appeals for decision, all five members of the panel having recused themselves due to a potential conflict or bias, the panel may be substituted by a similar panel from a like jurisdiction to hear the matter.

(10) Appeal to Board of Administrative Appeals.

- (a) Right of Appeal. A person aggrieved by a decision issued pursuant to section (8)(c) has a right of appeal to the Board of Administrative Appeals unless the person aggrieved had a hearing substantially in compliance with section 68.11, Stats., at the time the initial determination was made. If he has already been granted a hearing pursuant to Chapter 68.11, then he may ask for a review but is not granted an appeal. Such a matter is then ripe for judicial review.
- (b) Time Limit for Appeal. An appeal from a decision issued pursuant to section (8)(c) shall be taken within 30 days of notice of such decision by filing with the Board of Administrative Appeals, Office of the Kenosha County Clerk, written notice of appeal accompanied by a filing fee in the amount of \$15.00 and by filing with or mailing to the authority making the decision being appealed written notice of appeal. No appeals will be considered if requested beyond the stated time limit.
- (c) Time for Hearing. Within 15 days of the receipt of the notice of appeal, an administrative appeal hearing shall be held. The Kenosha County Clerk shall serve the appellant with notice of such hearing before the Board of Administrative Appeals by mail or personal service at least 10 days before such hearing.
- (d) Applicability. Times and rules as set forth above apply except as provided under separate state or federal rule.
- (e) Conduct of Hearing. At the hearing, the appellant and the determining authority may be represented by counsel and may present evidence and call and examine witnesses and cross-examine witnesses of the other party. Such witnesses shall be sworn by the person conducting the hearing before the Board of Administrative Appeals which shall make the decision on the administrative appeal. The decision maker may issue subpoenas. The hearing may employ such other procedures as deemed applicable and appropriate and as set forth in this ordinance or state statute.

- (f) Record of Hearing. The person conducting the hearing or a person employed for that purpose shall take notes of the testimony and shall mark and preserve all exhibits. The person conducting the hearing may, and upon request of the appellant shall, cause the proceedings to be taken by a stenographer or by a recording device, the expense thereof to be paid by the Kenosha County Clerk.
- (g) Cost of Transcript. The cost of any transcript prepared subsequent to any hearing under the provisions of this section shall be borne by the party requesting the transcript except in cases of indigency as determined by the Administrative Board of Appeals.
- (11) Final Determination. Within 20 days of completion of the hearing conducted pursuant to section (10)(c) and the filing of briefs, if any, the Board of Administrative Appeals shall mail or deliver to the appellant its written determination stating the reasons therefor. Such determination shall be a final determination.
- (12) Judicial Review. A judicial review of any final determination may be had pursuant to the provisions of the State Statutes.
- (13) Legislative Review.
 - (a) The seeking of a review pursuant to this section of the ordinance does not preclude a person aggrieved from seeking relief from the Kenosha County Board of Supervisors.
 - (b) If in the course of legislative review under this section a determination is modified, such modification and any evidence adduced before the Kenosha County Board of Supervisors shall be made part of the record on review before any court of law.
 - (c) The Kenosha County Board of Supervisors need not conduct the type of hearing required under section 68.11 of the Wisconsin Statutes.
- (14) Committee Decisions. Where the person aggrieved has had a hearing substantially in compliance with section 68.11 of the Wisconsin Statutes before a Kenosha County Board Committee when the initial determination was made, said determination shall be deemed a final determination from which a judicial review as heretofore provided for in section (12) of this ordinance may be immediately sought.

3.66 ABANDONED PROPERTY

- (1) Authority. This section is created pursuant to section 66.28 of the Wisconsin Statutes or as may be amended.
- (2) Definitions. As used in the ordinance, the following terms shall have the following meanings, unless the context clearly indicates that a different meaning is intended.
 - (a) Abandoned Property: Property which it appears the owner has intentionally relinquished all right, title, claim, and possession with the intention of not reclaiming it or resuming ownership, possession or enjoyment.

- (b) **Unclaimed Property:** Property which it may appear that someone has rights but which rights have gone unasserted after a reasonable effort by the County to discover and notify the possessor of such rights.
- (c) **County:** The County of Kenosha.
- (3) **Exclusions.** The provisions of the ordinance do not apply to abandoned vehicles, to any deposit or trust fund placed in the custody of the County or any County officer for which procedures established by statute or ordinance shall be followed.
- (4) **Disposal of Abandoned, Unclaimed or Seized Property.**
 - (a) **Personal Property:**
 - 1. If the property is of no value, it shall be disposed of in the manner provided for the disposal of trash and garbage.
 - 2. If the property has a value of less than \$200.00, it may be disposed of by selling same for the best price obtainable at a public sale as conducted under 3 of this section, where the property has remained with the County for more than thirty days.
 - 3. If the property which has been abandoned or unclaimed for a period of thirty days has a value of \$200.00 or more, the property shall be disposed of at public sale to be held at such a place as the Sheriff may designate. Notice of such public sale shall be given by publishing same at least once in the Kenosha News at least 30 days prior to said sale and posting notice of said sale on the official County bulletin boards. Such notice shall state the time, date and place of sale along with the description of the property and a statement that if the property is not claimed, the property will be sold at public sale to the highest cash bidder and if no bids are received, the property will be disposed of as garbage or trash.
 - (b) **Money:**
 - 1. If any person shall find money, if the owner is unknown, such person shall deliver it to the Sheriff's Department and receive a receipt. The money, upon receipt, shall be transferred to the County Treasurer for safekeeping and a receipt provided to the Sheriff's Department. The County shall keep the money for a period of six months. Then it shall be disposed of under this section.
 - 2. Money shall not be disposed of unless a certificate is presented to the County Treasurer by the lawful owner or the finder of the money provided that certificate states six months has lapsed since the money was deposited with the Sheriff's Department.
 - 3. If the money remains unclaimed for a period of one year from the date of delivery to the Sheriff's Department, said money shall be deposited in the County's General Fund and be credited to general miscellaneous revenue.

(c) Flammables, Explosives and Incendiary Materials:

1. The Sheriff's Department may dispose of abandoned, unclaimed, seized flammable, explosive or incendiary substances, materials or devices in its custody posing a danger to life or property in its storage, transportation or use immediately after taking possession of such substances, materials, devices.
2. The disposal of flammables, explosives and incendiary materials shall not be by public sale but by contracting with private disposal units or with other governmental units for safe disposal per the County's contracting procedures.

(d) Firearms and Ammunition:

1. If firearms or ammunition seized by the Sheriff's Department are not required for evidence or further investigation but pose a danger to life or property in their storage, transportation or use, or constitute contraband, such items may be shipped to the State Crime Laboratory.
2. If firearms or ammunition seized by the Sheriff's Department are not required for evidence or further investigation or do not appear to be or are reported stolen and have not been disposed of pursuant to court order at the completion of a criminal action or proceeding, and the rightful owner has not requested their return within twelve months after taking possession of such firearms or ammunition, then such items may be shipped by the Sheriff's Department to the State Crime Laboratory.

(5) Return to Owner:

- (a) The Sheriff's Department shall attempt to ascertain the true owner of personal property or money.
- (b) A receipt shall be issued to the finder listing what the item was and if money, the amount which was surrendered.
- (c) The return of money or other property shall be as follows:
 1. Money - a receipt shall be provided under (4)(b) hereof for the purposes of claiming the money.
 2. Personal property may be returned by the Sheriff's Department to the rightful owner.
- (d) If the rightful owner cannot be ascertained, then the money or personal property may be returned to the finder by certificate.

3.70 PROPERTY ASSESSED CLEAN ENERGY FINANCING. (11/8/17)

- (1) PURPOSE. The County finds that renovations or additions to premises located in the County made to improve energy efficiency, improve water efficiency, and/or use renewable resource applications, increase property values, stimulate local economic activity, provide local and global environmental benefits, and promote the general welfare of County residents. The purpose of this Section is to facilitate loans arranged by property owners or lessees to make such improvements by

treating loan principal and interest, fees, and other charges as special charges eligible for inclusion on the tax roll for these properties.

- (2) STATUTORY AUTHORITY. This ordinance is enacted pursuant to Wis. Stat. § 66.0627, as amended, which authorizes a County to make a loan or enter into an agreement regarding loan repayments to a 3rd party for owner-arranged or lessee-arranged financing, to an owner or a lessee of a premises located in the County for making or installing an energy efficiency improvement, a water efficiency improvement or a renewable resource application to a premises.
- (3) DEFINITIONS. In this section:
 - (a) "Annual installment" means the portion of the PACE loan that is due and payable for a particular year under the supplemental agreement.
 - (b) "Borrower" means the property owner or lessee of the subject property that borrows the proceeds of a PACE loan.
 - (c) "Default loan balance" means the outstanding balance, whether or not due, of a PACE loan at the time that the County receives foreclosure proceeds.
 - (d) "Foreclosure proceeds" means the proceeds received by the County from the disposition of a subject property through an *in rem* property tax foreclosure.
 - (e) "Loan amount" means the principal, interest, administrative fees (including the Program Administrator's fees) and other loan charges to be paid by the borrower under the PACE loan.
 - (f) "PACE" means the acronym for property assessed clean energy.
 - (g) "PACE default provisions" means:
 - 1. The delinquent annual installment(s) due when the County initiates the *in rem* property tax foreclosure on the subject property;
 - 2. Any additional annual installment(s) that become due between the time that the County initiates *in rem* property tax foreclosure on the subject property and the date the County receives the foreclosure proceeds;
 - 3. Any default interest charges applied to unpaid annual installments referenced in subs. (1.) and (2.) above, as provided in the supplemental agreement; and
 - 4. Any default loan balance.
 - (h) "PACE lender" means any person that makes a PACE loan, and which may include an affiliate of the borrower.
 - (i) "PACE loan" means a loan made by a PACE lender to a borrower under this Section for energy efficiency improvements, water efficiency improvements, or renewable resource applications made to or installed on a subject property.
 - (j) "Person" means any individual, association, firm, corporation, partnership, limited liability company, trust, joint venture or other legal entity, or a political subdivision as defined in Wis. Stat. § 66.0627.

- (k) "Program Administrator" means the person retained by the Wisconsin PACE Commission as provided in subsection (5)(b).
- (l) "Subject property" means any premises located in the County on which an energy efficiency improvements, water efficiency improvements, or renewable resource applications are being or have been made and financed through an outstanding PACE loan.
- (m) "Supplemental agreement" means a written agreement among a borrower, a PACE lender and the County, as provided for in subsection (7).
- (n) "Wisconsin PACE Commission" means the Wisconsin PACE Commission formed under Wis. Stat. § 66.0301, as amended, by the County and one or more other political subdivisions as defined in Wis. Stat. § 66.0627, pursuant to a Joint Exercise of Powers Agreement relating to the Wisconsin PACE Commission.
- (4) PACE LOANS AS SPECIAL CHARGES; DELINQUENT AMOUNTS AS LIENS. Any PACE loan made and secured pursuant to this Section shall be considered a special charge on the subject property. Any annual installment or portion of a PACE loan made and secured pursuant to the Section that becomes delinquent according to the terms of the PACE loan shall be a lien against the subject property and placed on the tax roll, as permitted pursuant to Wis. Stat. §66.0627 as amended.
- (5) WISCONSIN PACE COMMISSION.
 - (a) Any of the powers and duties of the County under this Section, except for those under subsection (9) may (but are not required to) be delegated to the Wisconsin PACE Commission.
 - (b) The Wisconsin PACE Commission is further authorized to retain a Program Administrator to act as its agent and administer the PACE program, subject to adherence with PACE program requirements set forth in this Section and in Wis. Stat. § 66.0627 as amended.
- (6) LOAN APPROVAL.
 - (a) A prospective borrower applying for a PACE loan shall comply with the loan application process set forth in the program manual approved by the County.
 - (b) The County shall approve the financing arrangements between a borrower and PACE lender.
- (7) SUPPLEMENTAL AGREEMENT.
 - (a) The County, the borrower and the PACE lender shall execute the supplemental agreement which, without limitation:
 - 1. Shall inform the participants that the PACE loan amount shall be imposed as and considered a special charge, and each year's annual installment may be included on the property tax roll of the subject property as a special charge and an annual installment that is delinquent shall be a lien against the subject property pursuant to Wis. Stat. § 66.0627, as amended;
 - 2. Shall recite the amount and the term of the PACE loan;

3. Shall provide for the amount, or a method for determining the amount, of the annual installment due each year;
 4. Shall provide whether default interest may be applied to unpaid annual installments;
 5. Shall require the PACE lender and the borrower to comply with all federal, state and local lending and disclosure requirements;
 6. Shall provide for any fees payable to the County and/or Program Administrator;
 7. Shall recite that the supplemental agreement is a covenant that runs with the land;
 8. May provide for prepayments of annual installments by the borrower with a resulting reduction in the special charge for the prepayment, subject to any prepayment premium charged by the PACE lender, if any; and
 9. May allow for amendment by the parties.
- (b) Prior to executing the supplemental agreement, the owner of the subject property, if different from the borrower, and any existing mortgage holder(s) on the subject property must have executed a separate writing acknowledging the borrower's use of PACE financing for the subject property and the special charge that will be imposed under this Section and its consequences, including the remedies for collecting the special charge.
 - (c) Each PACE loan shall be amortized over the term of the PACE loan as provided in the supplemental agreement.
 - (d) The annual payments of a PACE loan may be payable in installments as authorized by Wis. Stat. § 66.0627, as amended.
- (8) ANNUAL INSTALLMENTS ADDED TO TAX ROLLS. Upon the request of the Program Administrator the County shall place each year's annual installment on the tax roll for the subject property as permitted pursuant to Wis. Stat. § 66.0627, as amended.
 - (9) REMITTANCE OF SPECIAL CHARGES. The County shall promptly remit to the Wisconsin PACE Commission any payment(s) for a special charge imposed under this Section, including penalties and charges thereon, it may receive from any taxing district or the County treasurer pursuant to Wis. Stat. Ch. 74, as amended.
 - (10) PROPERTY TAX FORECLOSURE PROCEDURES.
 - (a) The County elects to utilize the provisions of Wis. Stat. § 75.521, as amended, for the purpose of enforcing tax liens if a subject property owner fails to pay any special charges imposed on the subject property under this Section as required.
 - (b) The County shall begin an in rem property tax foreclosure proceeding on the subject property at the earliest time allowed under Wisconsin Statutes, unless the County determines

that subject property is a "brownfield" (as defined in Wis. Stat. § 75.106, as amended) or that in rem property tax foreclosure is not in the best interests of the County due to the condition of the property or for other reasons.

- (c) If the County has determined that it will not commence an in rem property tax foreclosure proceeding, then the PACE lender may request that the County, pursuant to Wis. Stat. § 75.106, as amended, assign the County's right to take judgment against the subject property, provided that the PACE lender and the County fully comply with all provisions of Wis. Stat. § 75.106, as amended, concerning the subject property and the PACE lender agrees to pay the amounts required by Wis. Stat. § 75.36(3)(a)1 and 1m, as amended.
- (11) SALE OF FORECLOSED PROPERTY. If the County prevails in an in rem property tax foreclosure action against a subject property, the County shall diligently proceed to sell the subject property pursuant to the procedures set forth in Wis. Stat. § 75.69, as amended.
- (12) DISTRIBUTION OF FORECLOSURE PROCEEDS. The County treasurer shall follow the procedures set forth in Wis. Stat. § 75.36, as amended, to distribute the proceeds from the sale of a subject property.

V. COUNTY SALES TAX

3.90 COUNTY SALES TAX (9/4/90)

- (1) Authority and Purpose. This ordinance is enacted under the authority of Subchapter V, Chapter 77, Wisconsin Statutes, and provides that the first two million dollars of the county sales and use taxes imposed herein shall be placed in the general fund so as to directly reduce the 1991 Kenosha County tax levy, with all further use and sales tax revenue to be used only for the purpose of constructing and maintaining needed county facilities such as necessary jail expansion, Brookside Nursing Home, County Courthouse expansion, Highway 45 and 50 office and highway garage complex, and social services facilities so as to directly reduce future property tax levies of Kenosha County.
- (2) Imposition of Tax. There are hereby imposed county sales and use taxes at the rate of 0.5 percent in the manner and to the extent permitted as set forth in their entirety in Subchapter V, Chapter 77, Wisconsin Statutes, and acts amendatory hereto.
- (3) Effective Date. This ordinance shall become effective April 1, 1991 and a certified copy of this ordinance shall be delivered to the Secretary of Revenue of the State of Wisconsin at Post Office Box 8933, Madison, Wisconsin 53708, no later than December 1, 1990.

ADDENDUM "A"

RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	Minimum Retention and Disposition	Event Description	WHS Notification
General							
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
Airport							
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

RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	Minimum Retention and Disposition	Event Description	WHS Notification
CNTY0151	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
CNTY0152	Airport Licensure	Special radio frequency assigned by FAA.	No	No	EVT+1 year and destroy.	Event is the date superseded.	Waived
CNTY0153	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
CNTY0154	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
Child Support							
CNTY0200	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
CNTY0201	Case Records	Child support, divorce, misdemeanor and felony non-support, paternity post and pre-judgment (dismissed) & prejudgment 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

RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	Minimum Retention and Disposition	Event Description	WHS Notification
CNTY0202	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
CNTY0203	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
Coroner – Medical Examiner							
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
Corporation Counsel							
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 th 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 th birthday.	Waived

RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	Minimum Retention and Disposition	Event Description	WHS Notification
CNTY0304	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
CNTY0305	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
CNTY0306	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
CNTY0307	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
CNTY0308	Legal Memoranda	Comprehensive and organized written document that summarizes and analyzes relevant laws based on legal research.	No	No	Permanent	N/A	N/A
CNTY0309	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
CNTY0310	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
CNTY0311	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
CNTY0312	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
CNTY0313	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 th 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 th birthday.	Waived
County Clerk							
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

RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	Minimum Retention and Disposition	Event Description	WHS Notification
CNTY0356	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
CNTY0357	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
CNTY0358	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
CNTY0359	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
CNTY0360	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
CNTY0361	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
County Clerk – County Board							
CNTY0400	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

RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	Minimum Retention and Disposition	Event Description	WHS Notification
CNTY0401	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
CNTY0402	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
CNTY0403	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
Elections – Retentions in this section based on Wis. Stat. § 7.23							
CNTY0450	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
CNTY0451	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
CNTY0452	Ballots State and Local	State and local ballots.	No	No	EVT+30 days and destroy.	Event is the date of election.	Waived
CNTY0453	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

RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	Minimum Retention and Disposition	Event Description	WHS Notification
CNTY0454	Certificate of Election	Election certifications may include reports, statements, determinations.	No	No	EVT+7 years and destroy.	Event is the date of election.	Waived
CNTY0455	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
CNTY0456	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
CNTY0457	Official Canvasses	Official canvasses.	No	No	EVT+10 years and destroy.	Event is the date of election canvass relates to.	Waived
CNTY0458	Recount Fee Record	Recount application and record of recount fees.	No	No	EVT+7 years and destroy.	Event is the date of recount.	Waived
CNTY0459	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
License							
CNTY0500	Automobile Registration Lists	Automobile Registration Lists. Fleet list of county vehicles.	No	No	EVT+7 years and destroy.	Event is the date issued.	Waived
CNTY0501	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
CNTY0502	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
Public Lands and Roads							
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

RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	Minimum Retention and Disposition	Event Description	WHS Notification
CNTY0558	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
CNTY0559	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
Emergency Management							
CNTY0600	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
CNTY0601	Declaration of Emergency	Proclamation, Resolution and/or Ordinance.	No	No	EVT+7 years and destroy.	Event is the end of current year.	Waived
CNTY0602	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
CNTY0603	Local Emergency Planning Committee	A listing of current committee members.	No	No	EVT+1 month and destroy.	Event is the date superseded.	Waived
CNTY0604	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
Emergency Medical Services Program							
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
Community Development							
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
Senior Services							
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

RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	Minimum Retention and Disposition	Event Description	WHS Notification
CNTY0752	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
CNTY0753	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
CNTY0754	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
CNTY0755	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
CNTY0756	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
CNTY0757	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

RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	Minimum Retention and Disposition	Event Description	WHS Notification
CNTY0758	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
CNTY0759	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
CNTY0760	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
CNTY0761	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
CNTY0762	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
CNTY0763	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
CNTY0764	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
CNTY0765	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
CNTY0766	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
Facilities							
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
Health							
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
Client and/or Family Care							
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
Communicable Disease Records							
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 th birthday.	Waived
Community Education							

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
Environmental Health Records							
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
Adolescent & Family Services / Juvenile							
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 th 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
Intake Shared Services							
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 th birthday.	Waived
Long Term Care							
CNTY1200	Long Term Care Client Listing	Client listing, client log.	Yes	Yes	EVT+1 month and destroy confidential.	Event is the date superseded.	Waived

RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	Minimum Retention and Disposition	Event Description	WHS Notification
CNTY1201	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
Mental Health AODA / Clinical Services							
CNTY1250	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
CNTY1251	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
CNTY1252	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
CNTY1253	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
CNTY1254	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

RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	Minimum Retention and Disposition	Event Description	WHS Notification
CNTY1255	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
CNTY1256	Complaint Investigations	Complaint Investigations against staff.	No	No	EVT+7 years and destroy.	Event is the date of settlement	Waived
CNTY1257	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
CNTY1258	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
CNTY1259	Day Treatment Attendance Sheets	Client attendance sheet.	No	No	EVT+1 month and destroy.	Event is the end of current year	Waived
CNTY1260	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
CNTY1261	Disease Indexing	An index of diseases treated.	No	No	Permanent	N/A	N/A
CNTY1262	Employee Blood Born Pathogen Records	Employee blood born pathogen records.	Yes	Yes	EVT+30 years and destroy confidential.	Event is the date terminated.	Waived
CNTY1263	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

RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	Minimum Retention and Disposition	Event Description	WHS Notification
CNTY1264	Medical Staff Credential Files With Disciplinary Action	Medical staff credential files with disciplinary action.	Yes	Yes	Permanent	N/A	N/A
CNTY1265	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
CNTY1266	Nursing Schedules	Work schedules.	No	No	EVT+5 years and destroy.	Event is the end of current year.	Waived
CNTY1267	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
CNTY1268	Patient Treatment Survey	Surveys received from clients.	No	No	EVT+1 year and destroy.	Event is the date the survey is complete.	Waived
CNTY1269	Payee Client Files	Payment information for client.	No	No	EVT+2 years and destroy.	Event is the end of current year.	Waived
CNTY1270	Petty Cash Vouchers	Vouchers used for small items to assist clients.	No	No	EVT+1 month and destroy.	Event is the date superseded.	Waived
CNTY1271	Physician's Registry	A registry of all attending physicians.	No	No	Permanent	N/A	N/A
CNTY1272	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
CNTY1273	Supervision Log	Logs and documentation for monitoring staff.	No	No	EVT+3 years and destroy.	Event is the end of current year.	Waived
CNTY1274	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
Environmental Health							
CNTY1300	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

RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	Minimum Retention and Disposition	Event Description	WHS Notification
CNTY1301	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
CNTY1302	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
CNTY1303	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
CNTY1304	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
CNTY1305	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
CNTY1306	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
CNTY1307	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
CNTY1308	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
CNTY1309	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
CNTY1310	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
CNTY1311	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

RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	Minimum Retention and Disposition	Event Description	WHS Notification
CNTY1312	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
CNTY1313	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
CNTY1314	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
CNTY1315	Swimming Pool Inspections	All inspection findings of swimming pools.	No	No	EVT + 3 years and destroy.	Event is the end of current year.	Waived
CNTY1316	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
CNTY1317	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
Human Services							
CNTY1400	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
Social Services Case File							
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
Child-Placing Agency							
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
Land Conservation							
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

RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	Minimum Retention and Disposition	Event Description	WHS Notification
CNTY1553	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
CNTY1554	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
CNTY1555	Non-Metallic Mining	Nonmetallic mining reclamation permits and plans.	No	No	Permanent	N/A	N/A
Parks and Land Use							
CNTY1600	Annual Registration Tags	Park registration forms and tags.	No	No	EVT+3 years and destroy.	Event is the date the tag is issued.	Waived
CNTY1601	Annual Work Plans	Internal work plans for the year.	No	No	EVT+5 years and destroy.	Event is the end of current year.	Waived
CNTY1602	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
CNTY1603	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
CNTY1604	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
CNTY1605	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
CNTY1606	Lifeguard Log	Log of lifeguard activities.	No	No	EVT+2 years and destroy.	Event is the end of current year.	Waived
CNTY1607	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
Recycling & Clean Sweep							
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
Surveyor							
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
Zoning and Land Use							
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

RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	Minimum Retention and Disposition	Event Description	WHS Notification
CNTY1754	Erosion and Storm Water Permits	Erosion or storm water permits associated with developments.	No	No	Permanent	N/A	N/A
CNTY1755	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
CNTY1756	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
CNTY1757	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
CNTY1758	Violation Files	Violation complaints.	No	No	EVT+49 years and destroy.	Event is the end of the current year.	Notify
CNTY1759	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
CNTY1760	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
Register of Deeds							
CNTY1800	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
CNTY1801	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
CNTY1802	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
CNTY1803	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
Sheriff – Identification Bureau							
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
Sheriff – Jail Division							
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

RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	Minimum Retention and Disposition	Event Description	WHS Notification
CNTY1906	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
CNTY1907	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
CNTY1908	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
CNTY1909	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
CNTY1910	Inmate Medical Records	Medical care given during incarceration.	No	No	EVT+8 years and destroy.	Event is the date of release of inmate.	Waived
CNTY1911	Jail Inmate Register	Listing of current inmates.	No	No	EVT+1 month and transfer to Wisconsin Historical Society.	Event is the date superseded.	Notify
CNTY1912	Jail Kitchen Menu	Menu of food prepared for inmates.	No	No	EVT+1 Month and destroy	Event is the end of current year.	Waived
CNTY1913	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
Sheriff – Detective Division							
CNTY2001	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
CNTY2002	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 th 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
Sheriff – Patrol Division							
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
Sheriff – Dispatch Center							
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
Sheriff - Records							
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

RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	Minimum Retention and Disposition	Event Description	WHS Notification
CNTY2152	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
CNTY2153	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
CNTY2154	Orders to Produce (Writs)	Court order to bring offender into court.	No	No	EVT+1 month and destroy.	Event is the date superseded.	Waived
Sheriff – Drug Unit							
CNTY2200	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
CNTY2201	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
CNTY2202	Confidential Informant Records	Confidential Informant files and logs – informant files.	Yes	Yes	Permanent Wis. Stat. § 19.35	N/A	N/A
CNTY2203	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
CNTY2204	Intelligence Request Log	Requests from another agency.	Yes	Yes	EVT+15 years and destroy confidential.	Event is the end of current year.	Waived
CNTY2205	Known Offender File (KOF) Lawsuits	Lawsuits related to KOF.	No	No	EVT+7 years and destroy.	Event is the date of last appeal.	Waived
CNTY2206	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
Sheriff – Court Services / Warrants							
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
Sheriff - Administration							
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
Taxes							
CNTY2350	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
CNTY2351	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
CNTY2352	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
CNTY2353	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
CNTY2354	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
CNTY2355	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
CNTY2356	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
CNTY2357	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
CNTY2358	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

RDA Number	Record Series Title	Series Description	PII (See III. above)	Confidential (See IV. above)	Minimum Retention and Disposition	Event Description	WHS Notification
CNTY2359	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
CNTY2360	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
Veterans							
CNTY2400	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
CNTY2401	Grave Registration Files	Veteran grave site information.	Yes	No	Permanent	N/A	N/A
CNTY2402	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
CNTY2403	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
CNTY2404	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.

RDA Number	Record Series Title	Minimum Retention and Disposition	Rationale
	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.

Revision Date	Record Series Title	Revision Made
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