

ENROLLED ORDINANCE 181-05

ADOPT STATE OF WISCONSIN PUBLIC RECORDS BOARD'S RECORDS RETENTION SCHEDULES AND TEXT AMENDMENTS TO CHAPTER 3, ARTICLE VI, DIVISION 2 OF THE WAUKESHA COUNTY CODE OF ORDINANCES RELATED TO THE ADOPTION OF THE STATE OF WISCONSIN PUBLIC RECORDS BOARD'S RECORDS RETENTION SCHEDULES

WHEREAS, the Department of Administration's Records Management Division (DOA-RM) has completed analysis of records retention schedule records series for all County departments/divisions and the State of Wisconsin Public Records Board (WPRB) adopted record schedules; and

WHEREAS, during the records retention schedule analysis process, DOA-RM's comparison to the WPRB retention schedules resulted in a recommendation to adopt the WPRB's schedules and process to update and maintain schedules to take advantage of the efficiency and consistency of following a statewide retention schedules; and

WHEREAS, it is necessary to amend Chapter 3, Article VI, Division 2 sections of the Waukesha County Code of Ordinances to reflect the adoption of the State of Wisconsin Public Records Board (WPRB) general record schedule for counties, statewide general record schedules, and unique Waukesha County record series approved by the WPRB; and

WHEREAS, the general record schedule for counties and statewide general record schedules are republished and available for use at the WPRB [website](#).

THE COUNTY BOARD OF SUPERVISORS OF THE COUNTY OF WAUKESHA ORDAINS the State of Wisconsin Public Records Board's general record schedule for counties and statewide general record schedules are adopted and shall be filed with the Waukesha County Clerk.

BE IT FURTHER ORDAINED, Chapter 3, Article VI Public Records, Division 2, Records Retention, Sec. 3-66 of the Waukesha County Code of Ordinances be repealed and recreated to read:

Sec. 3-66 Purpose.

The purpose of this chapter is to establish a county-wide records retention schedule through the adoption of the Wisconsin Public Records Board's general records schedule for counties, statewide general record schedules and unique Waukesha County record series approved by the State Public Records Board. Additionally, it authorizes destruction of county records pursuant to these schedules on an annual basis. Record custodians do not have the authority to destroy records prior to the established retention period unless such records have been digitally or photographically reproduced as original records pursuant to section 16.61(7), Wisconsin Statutes, and any applicable section of this Code. If there is not a specific law requiring a specific retention period, all records must be retained seven (7) years unless the Wisconsin Public Records Board fixes a shorter period.

If a record custodian seeks to establish a retention period of less than seven (7) years for records not identified on the Wisconsin Public Records Board's general records schedule for counties or

statewide general record schedules they shall follow the State Public Records Board process in accordance with sec. 16.61, Wisconsin Statutes for specific Record Disposition Authorizations (RDAs) as facilitated by the Waukesha County Records Retention Committee.

BE IT FURTHER ORDAINED Chapter 3, Article VI Public Records, Division 2, Records Retention Sec. 3-67 of the Waukesha County Code of Ordinances be repealed and recreated to read:

Sec. 3-67 Definitions.

As used in this division:

Legal custodian means the individual responsible for maintaining records pursuant to section 19.33 Wisconsin Statutes.

Record means record as defined in section 19.32(2), Wisconsin Statutes.

County Records Retention Committee means the group responsible for review of record retention schedules and the coordination of record series adoption by the State Public Records Board. Committee membership includes the designees of the Director or Administration, Corporation Counsel and the legal custodian (e.g. Department Head) of the records under review.

BE IT FURTHER ORDAINED Chapter 3, Article VI Public Records, Division 2, Records Retention Sec. 3-68 of the Waukesha County Code of Ordinances be repealed and recreated to read:

Sec. 3-68 Historical society notification.

Unless notification requirements have been waived by the state historical society of Wisconsin, prior to the destruction of any public record described in this division, at least sixty (60) days' notice in writing shall be given to the state historical society of Wisconsin. This division shall not be construed to authorize the destruction of any public record after a period less than prescribed by statute or state or federal administrative regulation

BE IT FURTHER ORDAINED Chapter 3, Article VI Public Records, Division 2, Records Retention Sec. 3-71 of the Waukesha County Code of Ordinances be repealed and recreated to read:

Sec. 3-71 Preservation of county records.

County records may be kept and preserved by any means approved by the county board and allowed by Wisconsin Statutes. County records may be kept and preserved through the use of photographic or digital means meeting the applicable standards established in section 16.61(7), Wisconsin Statutes. After verification that destruction is allowed, paper records may be destroyed if these records are to be preserved in accordance with this section.


BE IT FURTHER ORDAINED Chapter 3, Article VI Public Records, Division 2 Records Retention Sec 3-72 be repealed.

ADOPT STATE OF WISCONSIN PUBLIC RECORDS BOARD'S RECORDS RETENTION SCHEDULES AND TEXT AMENDMENTS TO CHAPTER 3, ARTICLE VI, DIVISION 2 OF THE WAUKESHA COUNTY CODE OF ORDINANCES RELATED TO ALLOW THE ADOPTION OF THE STATE OF WISCONSIN PUBLIC RECORDS BOARD'S RECORDS RETENTION SCHEDULES

Presented by:
Executive Committee


James A. Heinrich, Chair


Keith Hammitt, 1st Vice Chair


Jacob LaFontain, 2nd Vice Chair


Timothy Dondlinger


Christine M. Howard


Brian Meier


Larry Nelson

The foregoing legislation adopted by the County Board of Supervisors of Waukesha County, Wisconsin, was presented to the County Executive on:

Date: 05-29-2026, 
County Clerk

The foregoing legislation adopted by the County Board of Supervisors of Waukesha County, Wisconsin, is hereby:

Approved: X
Vetoed: _____


Date: 6-1-2026, 
Paul Farrow, County Executive

VOTE RESULTS

23 AYE 0 NAY 0 ABSTAIN 2 ABSENT

Consent Agenda

17 Yes Votes Needed

 **Passed**

D1 - Styza	AYE	D10 - Thieme	M	AYE	D19 - Enriquez	AYE
D2 - Euclide	AYE	D11 - Howard		AYE	D20 - Schellinger	AYE
D3 - Gscheidmeier	AYE	D12 - Wolff		AYE	D25 - Johnson	AYE
D4 - Batzko	AYE	D13 - Leisemann		ABSENT	D21 - O'Brien	AYE
D5 - Dondlinger	AYE	D14 - Nissen		AYE	D22 - Gryczka	AYE
D6 - Walz	AYE	D15 - Kolb		AYE	D23 - Hammitt	S AYE
D7 - LaFontain	ABSENT	D16 - Crowley		AYE	D24 - Schroeder	AYE
D8 - Koremenos	AYE	D17 - Meier		AYE		
D9 - Heinrich	AYE	D18 - Nelson		AYE		

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8 completed analysis of records retention schedule records series for all County
9 departments/divisions and the State of Wisconsin Public Records Board (WPRB) adopted record
10 schedules; and
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12 WHEREAS, during the records retention schedule analysis process, DOA-RM's comparison to
13 the WPRB retention schedules resulted in a recommendation to adopt the WPRB's schedules and
14 process to update and maintain schedules to take advantage of the efficiency and consistency of
15 following a statewide retention schedules; and
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19 Board (WPRB) general record schedule for counties, statewide general record schedules, and
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31 Retention, Sec. 3-66 of the Waukesha County Code of Ordinances be repealed and recreated to
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