

# ORDINANCE 2019-01

\* \* \*

## REPEALING AND RECREATING 1.57 (PUBLIC RECORDS, RETENTION AND DESTRUCTION OF) OF THE MUNICIPAL CODE OF THE CITY OF PRAIRIE DU CHIEN, CRAWFORD COUNTY, WISCONSIN

---

Purpose: The purpose of this Ordinance is to adopt the Wisconsin Municipal Records Schedule.

---

The Common Council of the City of Prairie du Chien, Crawford County, Wisconsin, does ordain as follows:

**Section 1:** That Section 1.57 of the Municipal Code of the City of Prairie du Chien, Wisconsin shall be repealed and re-created to read as follows:

### 1.57 (PUBLIC RECORDS, DESTRUCTION OF)

(1) **GENERAL RECORDS SCHEDULE ADOPTED.** The City hereby adopts, by reference, the Wisconsin Municipal Records Schedule (hereinafter, "Records Schedule"), pertaining to the retention and destruction of public records, and approved by the State of Wisconsin Public Records Board (hereinafter, "Records Board") on August 27, 2018. A copy of the Records Schedule will be kept on file in the City Clerk's office located at 214 East Blackhawk Avenue, Prairie du Chien, Wisconsin and made available for public viewing Monday thru Friday from 8:00 A.M. to 4:30 P.M.

(2) **OTHER RECORDS.** In the event the City creates a record not contemplated by the Records Schedule, the City may, subject to the Records Board's prior approval, either adopt an applicable records retention schedule set forth by the Records Board, if available, or create its own retention schedule pertaining to the record.

(3) **PRESERVATION THROUGH MICROFILM.** Any City Officer or the head of any department or division of City government may keep and preserve public records in his possession by means of microfilm or other photographic reproduction method. Such records shall meet the standards for reproduction set for in § 16.61(7)(a), Wis. Stats. and shall be considered original records for all purposes. Such records shall be preserved along with other files of the department or division and shall be open to public inspection and copying according to the provisions of State law and this Code.

(4) That all information supplied to the City Assessor for the City of Prairie du Chien, Crawford County, Wisconsin, by any person, entity, or corporation relative to income and expenses derived from and associated with property assessed by the City of Prairie du Chien, shall remain confidential. Provided, however, that said confidentiality does not apply to person using said information in the discharge of their duties imposed by law or the discharge of the duties of their office or if ordered to be disclosed by a court of competent jurisdiction determines that income and expense information to be inaccurate, said information is not subject to the right of inspection and copying under § 19.35 (1), Wis. Stats., now in effect or hereafter amended.

(5) **REPEAL.** All ordinances, or portions thereof, and resolutions, or portions thereof, in conflict with any portion of the Records Schedule are hereby repealed. Any approved City retention schedule, or portion thereof, for any record not contemplated by the Records Schedule shall remain in full force and effect.

**Section 2:** This Ordinance shall be effective after its passage and publication as required by law.

Passed and approved this 21st day of May, 2019.

\_\_\_\_\_  
David Hemmer, Mayor

ATTEST:

\_\_\_\_\_  
Chad Abram, City Administrator

\* \* \*

Certification

I, Tina Fuller, am the duly qualified and acting City Clerk of the City of Prairie du Chien, Crawford County, Wisconsin. I hereby certify that the aforementioned is a true and exact reproduction of the original ordinance or resolution adopted by the Common Council.

IN WITNESS WHEREOF, I have executed this Certificate in my official capacity on this 21st day of May, 2019.

(SEAL)

\_\_\_\_\_  
Tina Fuller  
City Clerk