

APPENDIX A
Town of Menasha Records Retention Schedule

Time Shown in Years Unless Noted Otherwise

January 28, 2002

| <i>Dept</i> | <i>Record Category</i> | <i>Record ID #</i> | <i>Brief Record Description</i> | <i>Retention Period (See Legend)</i> | <i>Special (See Code)</i> | <i>Notify SHSW</i> |
|---------------------|------------------------|--------------------|---|--------------------------------------|---------------------------|--------------------|
| Building Inspection | Construction Info | BI 1A | Energy calculation worksheets | C+3 | | No |
| | | BI 2A | Certificates of Occupancy | until superseded | | No |
| | | BI 3A | Comcl Building Plans, state approved | C+4 | Pg 83 WMRM | No |
| Building Inspection | Applications | BI 1B | Permit Applications | life of structure | | No |
| | | | Permit Ledger | C+7 | | Yes |
| Building Inspection | Reports | BI 1C | Inspection Reports | life of structure | | No |
| | | BI 2C | Attorney Case File (copies) | E+1 when case closed | | No |
| | | BI 3C | Monthly Reports (internal) | C+3 | | No |
| | | BI 4C | Census Statistics | P | | - |
| | | BI 5C | Zoning Board of Appeals (Min, support docs) | P | | - |
| Building Inspection | Miscellaneous | BI 1D | DILHR Memoranda | P | | - |
| | | BI 2D | Complaints | E+2 after satisfied | | No |
| CDA | Financial | CDA 1A | Budgets for CS | P | * | - |
| | | CDA 2A | Check copies/Bank Reconciliation for CS | F+7 | * | Waived 12-22-93 |
| | | CDA 3A | Check copies/Bank Recon All Accounts | F+7 | | Waived 12-22-93 |
| | | CDA 4A | Block Grant Financials (5 years) | P | | - |
| | | CDA 5A | 7 General Accounts Financial Reports | P | | - |
| | | CDA 6A | Audits (1978 to present) | P | | - |
| | | CDA 7A | Semi-annual and Year End Reports | C+7 | * | No |

APPENDIX A

Town of Menasha Records Retention Schedule

Time Shown in Years Unless Noted Otherwise

January 28, 2002

| <i>Dept</i> | <i>Record Category</i> | <i>Record ID #</i> | <i>Brief Record Description</i> | <i>Retention Period (See Legend)</i> | <i>Special (See Code)</i> | <i>Notify SHSW</i> |
|-------------|------------------------|--------------------|---|--------------------------------------|---------------------------|--------------------|
| CDA | Resident Files | CDA 1B | Leases, Verifications & Rent Calculations | C+7 | * | No |
| | | CDA 2B | Tenant Accounts Receivable Reports | C+7 | * | No |
| | | CDA 3B | Security Deposit Records | C+7 | | Yes |
| | | CDA 4B | Housing Applications | F+7 | | No |
| | | CDA 5B | Waiting Lists | C+10 | | No |
| CDA | Grants & Government | CDA 1C | CIAP Records for 3 CS Grants | C+7 | * | No |
| | | CDA 2C | Housing Rehab-Blk Grants (79,84,85,86 & 90) | P | | - |
| | | CDA 3C | Block Grant Applications to State | P | | - |
| | | CDA 4C | UDAG App and all Other Required Files | P | | - |
| | | CDA 5C | Economic Developpt & UDAG Loan Files | P | | - |
| | | CDA 6C | Rent Ledgers for DTA and CS | F+15 | | No |
| | | CDA 7C | Bids & Specs for all Rehab at DTA & CS | F+7 | | No |
| | | CDA 8C | Recorded Mrtggs -Blk Grants & Ed Loans (copies) | P | | - |
| | | CDA 9C | Housing Assist Pmt Requests for DTA | C+7 | * | Yes |
| CDA | Employee Related | CDA 1D | Applications (Hired) | T+6 | | No |
| | | CDA 2D | Applications (Those Not Hired) | J+3 | | No |
| | | CDA 3D | Personnel Files | T+6 | | No |
| | | CDA 4D | Time Sheets | F+2 | | No |
| | | CDA 5D | Time Off Records | F+2 | | No |
| | | CDA 6D | W-2s and 1099s | F+5 if audited | | No |

APPENDIX A

Town of Menasha Records Retention Schedule

Time Shown in Years Unless Noted Otherwise

January 28, 2002

| <i>Dept</i> | <i>Record Category</i> | <i>Record ID #</i> | <i>Brief Record Description</i> | <i>Retention Period (See Legend)</i> | <i>Special (See Code)</i> | <i>Notify SFSW</i> |
|-------------|------------------------|--------------------|--|--------------------------------------|---------------------------|--|
| CDA | Miscellaneous | CDA 1E | Board Meeting Minutes | P | | - |
| | | CDA 2E | Historic Survey Files | P | | - |
| | | CDA 3E | City Survey Files | P | | - |
| | | | | | | |
| Clerk | Accounts Payable | CLK 1A | Invoices | F+7 if audited | | Waived 12-22-93 |
| | | CLK 2A | Vouchers | F+7 if audited | | Waived 12-22-93 |
| | | CLK 3A | Check Stubs | F+7 | | No |
| | | CLK 4A | Auditing Service Successful Bids | E+7 | | No |
| | | CLK 5A | Auditing Service Unsuccessful Bids | E+1 | | No |
| | | CLK 6A | Fixed Assets, Equipment | life of equipment | | No |
| | | CLK 7A | Fixed Assets, Property | T + 7 | | - |
| | | | 1099's | F + 5 | | |
| | | | | | | |
| Clerk | Accounts Receivable | CLK 1B | Invoices | F+7 if audited | | Waived 12-22-93 |
| | | CLK 2B | Receipts | F+7 if audited | | No |
| | | CLK 3B | Receipt Journal** **=Bound in same ledger | F+15 | | No, but since bound in same ledger, Yes. |
| | | CLK 4B | General Journal** **=Bound in same ledger | F+15 | | " " |
| | | CLK 5B | General Ledger** **=Bound in same ledger | F+15 | | Yes |
| | | CLK 6B | Trial Balance** **=Bound in same ledger | until audited | | Yes |

APPENDIX A

Town of Menasha Records Retention Schedule

Time Shown in Years Unless Noted Otherwise

January 28, 2002

| <i>Dept</i> | <i>Record Category</i> | <i>Record ID #</i> | <i>Brief Record Description</i> | <i>Retention Period (See Legend)</i> | <i>Special (See Code)</i> | <i>Notify SFSW</i> |
|-------------|---|--------------------|--|--|---------------------------|--------------------|
| Clerk | Board of Review | CLK 1C | Objection to Property Assessment | E+7 | s.70.47(8)(f) | No |
| | | CLK 2C | Minute Book | C+7 | s.70.47(8)(f) | Yes |
| | | CLK 3C | Audio Tapes of Board Proceedings | E+7 | s.70.47(8)(f) | No |
| | | CLK 4C | Steno Notes/Transcript of Board Proceedings | E+7 | s.70.47(8)(f) | No |
| | | CLK 5C | Notice of Determination | E+7 after final Board action or appeal | | No |
| Clerk | Budgets and Audits | CLK 1D | Budget Worksheets | F+3 | | No |
| | | CLK 2D | Final Budget | P | | - |
| | | CLK 3D | Audit Reports | P | | - |
| Clerk | Committee/Commission/Board/Dept Records | CLK 1E | Agendas | C+1 | | No |
| | | CLK 2E | Minutes of Meetings | P* | * | - |
| | | CLK 3E | Meeting Notices | C+1 | Pg 40 WMRM | No |
| | | CLK 4E | Audio Tapes of Meetings, (videos not a record) | E+90 days | | No |
| | | CLK 5E | City Department Monthly Reports | C+7 | Pg 40 WMRM | No |
| | | CLK 6E | Correspondence, General | C + 2 | | No |

*Prior to 1994 can be destroyed after 7 years retention since they are in Council Minutes.
1994 and on into the future should be retained permanently since there is no record anywhere else.

APPENDIX A
Town of Menasha Records Retention Schedule

Time Shown in Years Unless Noted Otherwise

January 28, 2002

| <i>Dept</i> | <i>Record Category</i> | <i>Record ID #</i> | <i>Brief Record Description</i> | <i>Retention Period (See Legend)</i> | <i>Special (See Code)</i> | <i>Notify SHSW</i> |
|-------------|------------------------|--------------------|--|--------------------------------------|---------------------------|--------------------|
| Clerk | Council Records | CLK 1F | Common Council Minute Books | P | | - |
| | | CLK 2F | Resolution Books | P | | - |
| | | CLK 3F | Ordinance Books | P | | - |
| | | CLK 4F | Ordinances w/Affidavits of Publication | P | | - |
| | | CLK 5F | Common Council Closed Session Minutes | P | | - |
| | | CLK 6F | Newspaper Publications of Proceedings | P | | - |
| | | CLK 7F | Agendas | C+3 | | No |
| | | CLK 8F | Public Hearing and Meeting Notices | C+1 | | No |
| | | CLK 9F | Audio Tapes of Common Council Proceedings, (videos are not an official record) | E+90 days after minute approval | | No |
| | | | | | | |
| Clerk | Elections | CLK 1G | Election Register | E+2 | | No |
| | | CLK 2G | Registration Cards (Active) | as long as current | | No |
| | | CLK 3G | Registration Cards (Cancelled/Deceased) | E+4 | | No |
| | | CLK 4G | Poll Lists (Non-Federal) | E+90 days | | Waived 12-22-93 |
| | | CLK 5G | Poll Lists (Federal) | E+2 | | No |
| | | CLK 6G | Campaign Registration Statements | C+6 | | Waived 12-22-93 |
| | | CLK 7G | Campaign Financial Reports | C+6 | | No |
| | | CLK 8G | Election Notices | E+2 | | No |
| | | CLK 9G | Absentee Ballot Applications | * | | No |
| | | CLK 10G | Paper Ballots | * | | No |
| | | CLK 11G | Voting Machine Recorders | E+90 days | Pg 49 WMRM | No |

*State, County and Local = E + 90 days, Federal = E + 2 years after election

APPENDIX A

Town of Menasha Records Retention Schedule

Time Shown in Years Unless Noted Otherwise

January 28, 2002

| <i>Dept</i> | <i>Record Category</i> | <i>Record ID #</i> | <i>Brief Record Description</i> | <i>Retention Period (See Legend)</i> | <i>Special (See Code)</i> | <i>Notify SFSW</i> |
|-------------|------------------------|--------------------|---|--------------------------------------|---------------------------|--------------------|
| Clerk | Elections continued | CLK 12G | Tally Sheets | * | | No |
| | | CLK 13G | Defective/Challenged Ballot Inspector Statement | * | | No |
| | | CLK 14G | Municipal Board of Canvassers Statement | P | | - |
| | | CLK 15G | Nomination Papers | * | | No |
| Clerk | Fidelity Bond | CLK 1H | Fidelity Bonds | E+5 after expired | | No |
| | | CLK 2H | Fidelity Bond Book | E+5 after last bond expired | | No |
| | | CLK 3H | Oaths of Office | E+5 after term ends | | No |
| Clerk | Insurance | CLK 1I | Life and Health Contracts | T + 25 | | - |
| | | CLK 2I | Life and Health Claim Records | C + 7 | | - |
| | | CLK 3I | Other Claims Involving the City | T + 7 | | - |
| | | CLK 4I | Worker's Compensation Claims | ee's T + 25 | | - |
| | | CLK 5I | Worker's Compensation Reports | C + 7 | | - |
| | | | Worker's Compensation Policies | T + 25 | | |
| | | | Public Liability Insurance Policies | P | | |
| | | | Automobile Insurance Policies | T + 25 | | |
| | | | Property Insurance Policies | T + 25 | | |
| | | | Other Insurance Policies | T + 25 | | |

*State, County and Local = E + 90 days, Federal = E + 2 years after election

APPENDIX A

Town of Menasha Records Retention Schedule

Time Shown in Years Unless Noted Otherwise

January 28, 2002

| <i>Dept</i> | <i>Record Category</i> | <i>Record ID #</i> | <i>Brief Record Description</i> | <i>Retention Period (See Legend)</i> | <i>Special (See Code)</i> | <i>Notify SHSW</i> |
|-------------|--|--------------------|---|--------------------------------------|---------------------------|--------------------|
| Clerk | Licenses and Permits | CLK 1J | Correspondence | C+7 | | No |
| | | CLK 2J | Applications for Beer and Alcohol | C+7 | s.66.055 | Waived 12-22-93 |
| | | CLK 3J | Applications for Operator Licenses | C+4 | s.66.055 | Waived 12-22-93 |
| | | CLK 4J | Applications for Other Than Beer or Alcohol | C+3 | s.66.055 | Waived 12-22-93 |
| | | CLK 5J | Reports on Licenses Issued (County) | C+3 | s.60.755(9) | Waived 12-22-93 |
| | | CLK 6J | Reports for License Fees | C+7 | | No |
| | | | | | | |
| Clerk | Miscellaneous | CLK 1K | Legal Opinions | P | | - |
| | | CLK 2K | Alphabetical Subject Files | E+2 E=after becoming inactive | | Waived 12-22-93 |
| | | CLK 3K | School District Records | transfer to School Dist | | N/A |
| | | CLK 4K | Ambulance Records | transfer to Ambulance | | N/A |
| | | CLK 5K | Taxi Records | P | | - |
| | | | | | | |
| Clerk | Municipal Borrowing & Industrial Revenue Bonds | CLK 1L | Bond Register | C+7 after expiration | | Waived 12-22-93 |
| | | CLK 2L | Cancelled Bonds, Coupons and Promissory Notes | until audited | | Waived 12-22-93 |
| | | | | | | |
| Clerk | Payroll | CLK 1M | Support Records (Worksheets, Journals) | F+2 if audited | | Waived 12-22-93 |
| | | CLK 2M | Whhldng Allow Cert (W-4)* *In Personnel File | E+5 after superseded | | No |
| | | CLK 3M | WI Whhldng Exempt Cert* *In Personnel File | E+5 after superseded | | No |
| | | CLK 4M | Enrollment & Waiver Cards* *In Personnel File | E+2 after superseded or terminated | | No |
| | | CLK 5M | Earning Records* *In Personnel File | F+5 | | No |

APPENDIX A

Town of Menasha Records Retention Schedule

Time Shown in Years Unless Noted Otherwise

January 28, 2002

| <i>Dept</i> | <i>Record Category</i> | <i>Record ID #</i> | <i>Brief Record Description</i> | <i>Retention Period (See Legend)</i> | <i>Special (See Code)</i> | <i>Notify SHSW</i> |
|-------------|----------------------------------|--------------------|--|--|---------------------------|--------------------|
| | | CLK 6M | Check Register | F+7 | | Waived 12-22-93 |
| | | CLK 7M | Cancelled Checks | F+5 | | No |
| | | CLK 8M | Wage and Tax Statement (W-2) | F+5 | | No |
| | | CLK 9M | Wage and Tax Statement (WT-9) | F+5 | | No |
| | | CLK 10M | WI Income Tax Withheld (WT-6) | F+5 | | No |
| | | CLK 11M | Employer's Annual Reconciliation of WI Tax Withheld (WT-7) | F+5 | | No |
| | | CLK 12M | Federal Deposit Tax Stubs (IRS-501) | F+5 | | No |
| | | CLK 13M | Time Off Records | F+2 | | No |
| | | CLK 14M | Quarterly Report of Fed Income Tax Withheld (IRS-941E) | F+5 | | No |
| | | CLK 15M | Annual Report of Fed Income Tax Withheld (W-3) | F+5 | | No |
| | | CLK 16M | State's Quarterly Report of Wages Paid (OAR-S3) | F+5 | | No |
| | | CLK 17M | I9 Employment Eligibility Verification | 3yrs post hire or 1 yr post term (later) | | |
| | | | | | | |
| Clerk | Personal Prop Revenue (Assessor) | CLK 1N | Tax Returns | F+5 | | No |
| | | CLK 2N | Merchants' Professions' Statement of Property | C+5 | | No |
| | | CLK 3N | Pers Prop Wrkshs/Farmers & Pers Prop Not Used for Income | C+5 | | No |
| | | CLK 4N | Inventory Location Report (Form 10) | C+5 | s.71.11(44) | No |
| | | CLK 5N | Beekeepers List | C+3 | | No |
| | | CLK 6N | Exemption of Merchandise in Storage Request | C+3 | | No |
| | | CLK 7N | Merchandise Exempted Statement | C+3 | | No |
| | | CLK 8N | Assessor's Personal Prop Summary Worksheet | C+5 | | No |
| | | CLK 9N | Assessor's Final Report | C+5 | | No |
| | | CLK 10N | Personal Property Assessment Roll, Final | F+15 | s.19.21(5)(a) | Waived 12-22-93 |

APPENDIX A

Town of Menasha Records Retention Schedule

Time Shown in Years Unless Noted Otherwise

January 28, 2002

| <i>Dept</i> | <i>Record Category</i> | <i>Record ID #</i> | <i>Brief Record Description</i> | <i>Retention Period (See Legend)</i> | <i>Special (See Code)</i> | <i>Notify SFSW</i> |
|-------------|-----------------------------|--------------------|---|--------------------------------------|---------------------------|--------------------|
| Clerk | Personnel | CLK 1P | Applications* (Hired) *In Personnel File | T+6 | | No |
| | | CLK 2P | Applications (Those Not Hired) | J+3 | | No |
| | | | Personnel Files* | T+6 | | No |
| Clerk | Real Property Records | CLK 1Q | Agreements | P | | - |
| | | CLK 2Q | Contracts | P | | - |
| | | CLK 3Q | Annexations | P | | - |
| | | CLK 4Q | Vacations and Abandonments | P | | - |
| | | CLK 5Q | Easements | P | | - |
| | | CLK 6Q | Abstracts, Opinions, or Certificates of Title | P | | - |
| | | CLK 7Q | Deeds (Warranty, Quit Claim, etc.) | P | | - |
| | | CLK 8Q | Plats | P | | - |
| | | CLK 9Q | Leases for Building or Land (city owned) | C+7 after lease ends | | No |
| Clerk | Real Prop Records Continued | CLK 10Q | Mortgage Release Documents | P | | - |
| | | CLK 11Q | Wills and Bequests | P | | - |
| | | CLK 12Q | Court Judgments | P | | - |
| | | CLK 13Q | Offers to Purchase | P | | - |
| | | CLK 14Q | Title Insurance Commitments & Policies | P | | - |

APPENDIX A

Town of Menasha Records Retention Schedule

Time Shown in Years Unless Noted Otherwise

January 28, 2002

| <i>Dept</i> | <i>Record Category</i> | <i>Record ID #</i> | <i>Brief Record Description</i> | <i>Retention Period (See Legend)</i> | <i>Special (See Code)</i> | <i>Notify SHSW</i> |
|-------------|------------------------------------|--------------------|---|--------------------------------------|---------------------------|--------------------|
| Clerk | Real Property Revenue (Assessor) | CLK 1R | Master Property Record Folders | C+5 beyond structure life | | Yes |
| | | CLK 2R | Index to Owners | until superseded | | Yes |
| | | CLK 3R | WI Real Estate Transfer Returns | C+5 | s.77.23 | No |
| | | CLK 4R | Deeds (copies) | C+1 | Pg 62 WMRM | No |
| | | CLK 5R | Building Permit Applications (copies) | C+1 | Pg 62 WMRM | No |
| | | CLK 6R | Tax Exemption Reports | C+10 | | No |
| | | CLK 7R | Certified Surveys | P | | - |
| | | CLK 8R | Assessor's Plats | P | | - |
| | | CLK 9R | Aerial Photographs | until superseded | | Yes |
| | | CLK 10R | Increased Assessment Notices | C+7 | Pg 63 WMRM | No |
| | | CLK 11R | Certificate of ORAP Valuations (PC-219) | C+10 | | No |
| | | CLK 12R | Assessor's Final Report Supplement | C+5 | | No |
| | | CLK 13R | Assessor's Final Report | C+5 | | No |
| | | CLK 14R | Statement of Assessment (PA-521) | life of assessment roll | | No |
| | | | | | | |
| Clerk | Real Prop Rev (Assessor) continued | CLK 15R | Final Statement of Assessment (PA-521C) | P | | - |
| | | CLK 16R | Real Property Assessment Roll, Final | C+15 | Pg 63 WMRM | Yes |
| | | | | | | |
| Clerk | Special Assessments | CLK 1S | Preliminary Resolutions | C+2 | Pg 67 WMRM | No |
| | | CLK 2S | Final Resolutions | P | | - |
| | | CLK 3S | Project Report (Engineer's) | C+2 | | No |
| | | CLK 4S | Payment Register | C+7 or til paid | | No |

APPENDIX A

Town of Menasha Records Retention Schedule

Time Shown in Years Unless Noted Otherwise

January 28, 2002

| <i>Dept</i> | <i>Record Category</i> | <i>Record ID #</i> | <i>Brief Record Description</i> | <i>Retention Period (See Legend)</i> | <i>Special (See Code)</i> | <i>Notify SHSW</i> |
|-------------|-------------------------------|--------------------|---|--------------------------------------|---------------------------|--------------------|
| Clerk | Taxes, Calculation/Collection | CLK 1T | Tax Levy Cert of School District Clerk | F+3 if audited | | No |
| | | CLK 2T | Certificates of Apportionment | F+3 if audited | s.60.756(1) | No |
| | | CLK 3T | State Shared Aid Payment Notices | F+6 if audited | s.14.58(10) | No |
| | | CLK 4T | Final Wrksht to Determine Allowable Levy (SL-202) | F+5 if audited | | No |
| | | CLK 5T | Statement of Taxes (PA-632A) | P | | - |
| | | CLK 6T | Real Property Tax Roll | To County Treasurer | | N/A |
| | | CLK 7T | Personal Property Tax Roll | C+15 | Pg 69 WMRM | Yes |
| | | CLK 8T | Receipts | F+7 if audited | | No |
| | | CLK 9T | Tax Settlement Receipt (PC-502) | F+5 if audited | | No |
| | | CLK 10T | Municipal Treasurer's Settlement (PC-501) | F+5 if audited | | No |
| | | CLK 11T | Personal Property Tax Statement Copies | F+5 | | Waived 12-22-93 |
| | | CLK 12T | Personal Property Tax Journal | F+5 | | Waived 12-22-93 |
| | | CLK 13T | Real Estate Prop Tax Statement Copies | F+5 | | Waived 12-22-93 |
| | | CLK 14T | Real Estate Assessment Rolls | C+15 | Pg 63 WMRM | Waived 12-22-93 |
| | | | | | | |
| Engineering | Payroll/Personnel | ENG 1A | Employee Time Cards | F+2 | | No |
| | | ENG 2A | Employee Daily Task Report | F+2 | | No |
| | | ENG 3A | Bi-weekly Time Sheets | F+2 | | No |
| | | ENG 4A | Vacation/Sick Accrual Records | F+2 | | No |
| | | ENG 5A | Grievances | P | | - |
| | | ENG 6A | Applications (Hired) | T+6 | | No |
| | | ENG 7A | Applications (Those Not Hired) | J+3 | | No |

APPENDIX A

Town of Menasha Records Retention Schedule

Time Shown in Years Unless Noted Otherwise

January 28, 2002

| <i>Dept</i> | <i>Record Category</i> | <i>Record ID #</i> | <i>Brief Record Description</i> | <i>Retention Period (See Legend)</i> | <i>Special (See Code)</i> | <i>Notify SHSW</i> |
|-------------|----------------------------|--------------------|---|--------------------------------------|---------------------------|--------------------|
| Engineering | Purchasing | ENG 1B | Purchase Requisitions | E+1 | | No |
| | | ENG 2B | Purchase Orders | F+7 | | No |
| | | ENG 3B | Receiving Report | F+7 | | No |
| | | ENG 4B | Bids, Successful | E+7 after contract expires | | No |
| | | ENG 5B | Bids, Unsuccessful | E+1 | | No |
| | | ENG 6B | Inventory of Property | until superseded | | No |
| Engineering | Special Assessment | ENG 1C | Preliminary Resolution | C+2 | | No |
| | | ENG 2C | Report on Special Assessment Project | C+2 | | No |
| | | ENG 3C | Waiver of Spec. Assessment Notice & Hearing | E+1 after final reso | | No |
| | | ENG 4C | Final Resolution | P | | - |
| Engineering | Engineering & Public Works | ENG 1D | Field Notes | P | | - |
| | | ENG 2D | Benchmark Books | P | | - |
| | | ENG 3D | Section Corner Monument Logs | P | | - |
| | | ENG 4D | Aerial Photographs | until superseded | | Yes |
| | | ENG 5D | City Maps | P | | - |
| | | ENG 6D | Water, Storm & Sanitary Sewer Main Maps | P | | - |
| | | ENG 7D | Profile & Grade Books | P | | - |
| | | ENG 8D | Excavation Plans of Private Utilities | P | | - |
| | | ENG 9D | Index to Maps | P | | - |
| | | ENG 10D | Preliminary Subdivision Plats | until final plat | | No |
| | | ENG 11D | Final Subdivision Plats | P | | - |
| | | ENG 12D | Annexation Plats | P | | - |
| | | ENG 13D | Certified Survey Maps | P | | - |

APPENDIX A

Town of Menasha Records Retention Schedule

Time Shown in Years Unless Noted Otherwise

January 28, 2002

| <i>Dept</i> | <i>Record Category</i> | <i>Record ID #</i> | <i>Brief Record Description</i> | <i>Retention Period (See Legend)</i> | <i>Special (See Code)</i> | <i>Notify SFSW</i> |
|-------------|---|--------------------|---|--------------------------------------|---------------------------|--------------------|
| Engineering | Eng & Public Works <small>continued</small> | ENG 14D | Assessor's Plats | P | | - |
| | | ENG 15D | Structure Plans for Municipal Bldgs & Bridges | life of structure | | No |
| | | ENG 16D | Annual Report | P | | - |
| | | ENG 17D | Board of Public Works (Minutes/supporting docs) | P | | - |
| | | ENG 18D | Plan Commission (Minutes/supporting docs) | P | | - |
| | | ENG 19D | House Number and Address Changes | P | | - |
| | | ENG 20D | Street Vacations and Dedications (copies) | P | | - |
| | | ENG 21D | Permits (+excavation of streets by private utilities) | E+3 | | No |
| | | ENG 22D | Petitions for Street and Sewer Systems | E+2 when proj done | | No |
| | | ENG 23D | Special Assessment Calculations | E+2 | | No |
| | | ENG 24D | TV Sewer Inspection Records | until superseded | | No |
| | | ENG 25D | State Highway Aids Program | F+7 | | No |
| Engineering | Public Works Projects/Contracts | ENG 1E | Notice to Contractors | E+7 when proj done | | No |
| | | ENG 2E | Certified Checks | til contract signed | | No |
| | | ENG 3E | Bid Bond | E+7 when proj done | | No |
| | | ENG 4E | Bids, successful | E+7 when proj done | | No |
| | | ENG 5E | Bids, unsuccessful | E+2 after award | | No |
| | | ENG 6E | Bid Tabulations | E+7 when proj done | | No |
| | | ENG 7E | Performance Bonds | E+7 when proj done | | No |
| | | ENG 8E | Contracts | P | | - |
| | | ENG 9E | Master Projects | E+20 after life of structure | | Yes |
| | | ENG 10E | Blueprints | until superseded by as built | | No |
| | | ENG 11E | As-built Tracings | P | | - |

APPENDIX A

Town of Menasha Records Retention Schedule

Time Shown in Years Unless Noted Otherwise

January 28, 2002

| <i>Dept</i> | <i>Record Category</i> | <i>Record ID #</i> | <i>Brief Record Description</i> | <i>Retention Period (See Legend)</i> | <i>Special (See Code)</i> | <i>Notify SHSW</i> |
|-------------|------------------------|--------------------|--|--------------------------------------|---------------------------|--------------------|
| Engineering | Street and Highway | ENG 1F | Street Operations | C+2 | | No |
| | | ENG 2F | Street & Sidewalk Maintenance & Repair | C+25 | | No |
| | | ENG 3F | Tree Planting, Inspection, Trimming, & Removal | C+25 | | No |
| | | ENG 4F | Stock Control | C+2 | | No |
| | | ENG 5F | Fuel Usage Reports | C+2 | | No |
| | | ENG 6F | Heavy Equipment & Vehicle | life of vehicle or til superseded | | No |
| | | ENG 7F | Vehicle Maintenance Histories | life of vehicle | | No |
| | | ENG 8F | Vehicle Expense Reports | life of vehicle | | No |
| | | ENG 9F | Vehicle Usage Reports | life of vehicle | | No |
| | | ENG 10F | Purchasing Records | C+7 | | No |
| | | ENG 11F | Complaint Ledger | C+2 | | No |
| | | ENG 12F | Monthly Reports | C+3 | | No |
| | | ENG 13F | Annual Reports | P | | - |
| | | | | | | |
| Fire | Reports | FIR 1A | Fire Prevention Inspection Reports | P | | - |
| | | FIR 2A | Incident Reports | P | | - |
| | | FIR 3A | Monthly Reports | C+3 | | No |
| | | | | | | |
| Fire | Training | FIR 1B | Modules | until superseded | | No |
| | | | | | | |
| Fire | Vehicles | FIR 1C | Maintenance Records | until replaced | | No |

APPENDIX A

Town of Menasha Records Retention Schedule

Time Shown in Years Unless Noted Otherwise

January 28, 2002

| <i>Dept</i> | <i>Record Category</i> | <i>Record ID #</i> | <i>Brief Record Description</i> | <i>Retention Period (See Legend)</i> | <i>Special (See Code)</i> | <i>Notify SFSW</i> |
|-------------|------------------------|--------------------|------------------------------------|--------------------------------------|---------------------------|--------------------|
| Fire | Personnel | FIR 1D | Payroll Records | F+2 | | Waived 12-22-93 |
| | | FIR 2D | Training Sessions | until outdated | | No |
| | | FIR 3D | Applications (Hired) | T+6 | | No |
| | | FIR 4D | Applications (Those Not Hired) | J+3 | | No |
| | | FIR 5D | Discipline Records | E+5 E=terminated | | No |
| | | FIR 6D | Medical Records | E+5 E=terminated | | No |
| | | | | | | |
| Fire | Inventory | FIR 1E | Supplies | C+2 | | No |
| | | | | | | |
| Fire | Equipment Maintenance | FIR 1F | Self-contained Breathing Apparatus | life of item | | No |
| | | FIR 2F | Hose testing | life of item | | No |
| | | FIR 3F | Hydro-testing of cylinders | life of item | | No |
| | | | | | | |
| Library | Financial | LIB 1A | Petty Cash Books | F+7 if audited | | No |
| | | LIB 2A | Receipts | F+7 if audited | | Waived 12-22-93 |
| | | LIB 3A | General Vouchers | F+7 if audited | | Waived 12-22-93 |
| | | LIB 4A | Segregated Fund Vouchers | F+7 if audited | | Waived 12-22-93 |
| | | | | | | |
| Library | Payroll | LIB 1B | Vouchers and Time Sheets | F+2 | | Waived 12-22-93 |
| | | LIB 2B | Applications (Hired) | T+6 | | No |
| | | LIB 3B | Applications (Those Not Hired) | J+3 | | No |
| | | LIB 4B | Former Employee Files | T+6 | | Waived 12-22-93 |
| | | LIB 5B | Personnel Files | T+6 | | No |

APPENDIX A

Town of Menasha Records Retention Schedule

Time Shown in Years Unless Noted Otherwise

January 28, 2002

| <i>Dept</i> | <i>Record Category</i> | <i>Record ID #</i> | <i>Brief Record Description</i> | <i>Retention Period (See Legend)</i> | <i>Special (See Code)</i> | <i>Notify SFSW</i> |
|-------------|------------------------|--------------------|--|--------------------------------------|---------------------------|--------------------|
| Library | Purchasing | LIB 1C | Paid Invoices | F+7 if audited | | No |
| | | LIB 2C | Shelf List Records (Book Inventory) | until superseded | | No |
| Library | Budget | LIB 1D | Worksheets | F+3 | | No |
| | | LIB 2D | Minutes of Board of Trustees | P | | - |
| Library | Miscellaneous | LIB 1E | Trust Fund Records, i.e. Wills, Bequests, etc. | P | | - |
| | | LIB 2E | Library Board Agendas and Minutes | P | | - |
| Park | Parks Employee Related | PRK 1A | Time cards, time sheets, vacation & sick records | F+2 | | Waived 12-22-93 |
| | | PRK 2A | Applications (Hired) | T+6 | | No |
| | | PRK 3A | Applications (Those Not Hired) | J+3 | | No |
| Park | Parks Development | PRK 1B | Park Construction Bids, successful | E+7 after contract expires | | No |
| | | PRK 2B | Park Construction Bids, unsuccessful | E+1 | | No |
| | | PRK 3B | Park Development Assessments | P | | - |
| | | PRK 4B | Project Development Records | P | | - |
| Park | Park Reports | PRK 1C | Park Commission Minutes | P | | - |
| | | PRK 2C | Park Commission Reports | P | | - |
| | | PRK 3C | Park Monthly Reports | C+3 | | No |
| | | PRK 4C | Park Annual Reports | P | | - |
| | | PRK 5C | Weekly Park Crew Work Reports | C+2 | | No |
| | | PRK 6C | Equipment history, use & maintenance reports | life of equipment | | No |

APPENDIX A

Town of Menasha Records Retention Schedule

Time Shown in Years Unless Noted Otherwise

January 28, 2002

| <i>Dept</i> | <i>Record Category</i> | <i>Record ID #</i> | <i>Brief Record Description</i> | <i>Retention Period (See Legend)</i> | <i>Special (See Code)</i> | <i>Notify SFSW</i> |
|-------------|------------------------|--------------------|---|---------------------------------------|---------------------------|--------------------|
| Park | Park Legals | PRK 1D | Recreational bldg lease agreements <small>(Pavilion & concession)</small> | C+7 after expired | | No |
| | | PRK 2D | Parks Special Events Contracts | E+7 | | No |
| Park | Miscellaneous | PRK 1E | Complaints | E+3 after satisfaction | | No |
| Park | Zoo | PRK 1F | Animal History and Medical Records | acquisition to expiration or transfer | | No |
| Park | Forestry | PRK 1G | Tree Inspections, Planting, Pruning, & Removal | C+25 | | No |
| Police | Reports | POL 1A | Incident Reports UCR Coded 110 thru 3101 | E+7 | | No |
| | | POL 2A | Incident Reports UCR Coded 3201 thru 3408 | E+3 | | No |
| | | POL 3A | Calls for Service | E+3 | | No |
| | | POL 4A | Arrests | E+8 | | No |
| Police | Citations | POL 1B | Traffic | E+7 | | No |
| | | POL 2B | Parking | E+3 | | No |
| Police | Registrations | POL 1C | Bicycle | C+7 | | No |
| Police | Property | POL 1D | Impounded Items | C+7 | | No |
| | | POL 2D | Department Equipment | C+7 | | No |

APPENDIX A

Town of Menasha Records Retention Schedule

Time Shown in Years Unless Noted Otherwise

January 28, 2002

| <i>Dept</i> | <i>Record Category</i> | <i>Record ID #</i> | <i>Brief Record Description</i> | <i>Retention Period (See Legend)</i> | <i>Special (See Code)</i> | <i>Notify SFSW</i> |
|-------------|-----------------------------|--------------------|--|--------------------------------------|---------------------------|--------------------|
| Police | Payroll | POL 1E | Time sheets, Time cards, Sick & Vacation Records | F+7 | | Waived 12-22-93 |
| | | POL 2E | Applications (Hired) | T+6 | | No |
| | | POL 3E | Applications (Those Not Hired) | J+3 | | No |
| Police | Receipts | POL 1F | Cash Receipts | C+2 | | Waived 12-22-93 |
| Police | Animal Control | POL 1G | Animal Control Records | C+3 | | No |
| Recreation | Recreation Employee Related | REC 1A | Time cards, Time sheets, Vacation & Sick Leave Records | F+2 | | Waived 12-22-93 |
| | | REC 2A | Payroll Records | F+2 | | Waived 12-22-93 |
| | | REC 3A | Applications (Hired) | T+6 | | No |
| | | REC 4A | Applications (Those Not Hired) | J+3 | | No |
| Recreation | Recreational Reports | REC 1B | Recreational Accident Reports | P | | - |
| | | REC 2B | Recreation Commission Minutes | P | | - |
| | | REC 3B | Recreation Annual Report | P | | - |
| | | REC 4B | Recreation Reservation Records | C+30 days | Pg 81 WMRM | No |
| Recreation | Recreation Legals | REC 1C | Lease Agreements | C+7 after expiration | | No |
| | | REC 2C | Fitness Room Agreements | C+7 after expiration | | No |
| Recreation | Recreation Miscellaneous | REC 1D | Revenue Receipts | C+7 if audited | | Waived 12-22-93 |
| | | REC 2D | Equipment Purchases | life of equipment | | No |

APPENDIX A

Town of Menasha Records Retention Schedule

Time Shown in Years Unless Noted Otherwise

January 28, 2002

| <i>Dept</i> | <i>Record Category</i> | <i>Record ID #</i> | <i>Brief Record Description</i> | <i>Retention Period (See Legend)</i> | <i>Special (See Code)</i> | <i>Notify SHSW</i> |
|-------------|------------------------|--------------------|--|--------------------------------------|---------------------------|--------------------|
| Recreation | Swimming Pool | REC 1E | Attendance Records | C+7 | | Yes |
| | | REC 2E | Temperature, Chemical Usage, Treatment Records | C+5 | | No |
| | | REC 3E | Pool Accident Reports | P | | - |
| | | REC 4E | Income Reports | C+7 if audited | | |
| | | REC 5E | Swim Lesson Records | C+1 | | No |
| | | REC 6E | Applications (Hired) | T+6 | | No |
| | | REC 7E | Applications (Those Not Hired) | J+3 | | No |
| | | REC 8E | Annual Report | P | | - |
| | | REC 9E | Discipline Records | T+5 | | No |
| | | | | | | |
| Treasurer | Treasurer Records | TRS 1A | Cancelled Checks* *All these | F+7 | | Waived 12-22-93 |
| | | TRS 2A | Outstanding Check List* documents are | F+7 | | No |
| | | TRS 3A | Bank Credit Notices* kept together | E+1 if audited | | No |
| | | TRS 4A | Bank Debit Notices* with Bank | E+1 if audited | | No |
| | | TRS 5A | Bank Reconciliation* Statements | F+7 | | Waived 12-22-93 |
| | | TRS 6A | Bank Statements* By Month | F+7 | | Waived 12-22-93 |
| | | TRS 7A | Investment Records | F+7 | | No |
| | | TRS 8A | Receipts and Receipt Books | F+7 | | Waived 12-22-93 |
| | | TRS 9A | Check Register | F+7 | | No |
| | | TRS 10A | Deposit Tickets (Duplicate) | E+1 if audited | | No |
| | | TRS 11A | Daily Cash Drawer Reconciliation | E+1 if audited | | No |
| | | TRS 12A | Pet Licenses & Receipts | C+3 | | Waived 12-22-93 |
| | | TRS 13A | Water Bill Receipts | F+2 | | Waived 12-22-93 |

APPENDIX A

Town of Menasha Records Retention Schedule

Time Shown in Years Unless Noted Otherwise

January 28, 2002

| <i>Dept</i> | <i>Record Category</i> | <i>Record ID #</i> | <i>Brief Record Description</i> | <i>Retention Period (See Legend)</i> | <i>Special (See Code)</i> | <i>Notify SHSW</i> |
|-------------|------------------------|--------------------|---|--------------------------------------|---------------------------|--------------------|
| Water | All | WAT 1A | All Record Retention controlled by the PSC, (Public Service Commission of Wisconsin). See the separate PSC document of June, 1992 for specific document categories and their corresponding retention periods. | | | No |
| Attorney | Forfeiture Actions | ATT 1A | Reports, stipulations, dispositions | E+7 E=Disp Date | | No |
| | Other Civil Actions | ATT 2A | Pleadings, Discovery, Judgments, Settlements | E+7 | | No |
| | | ATT 3A | Bankruptcies | E+7 | | |
| | | ATT 4A | Complaints | E+7 | | |