

**VILLAGE OF HEWITT**

Hewitt, Wisconsin 54441

Resolution 3-1989

**Records Retention/Destruction Schedule**

**PURPOSE:**

To provide an approved records retention schedule and to set forth procedures by which the Village of Hewitt, shall retain and destroy records within the normal course of business.

**DEFINITIONS:**

Record: A medium for transmitting or storing information about business activity. Examples are, papers, maps, photos, disks, microfilm/fiche.

Official Record: A record designated to be kept for the full retention period because it contains information pertinent to the business.

**BASIC POLICY:**

It is the policy of the Village of Hewitt to follow a records retention schedule in compliance with governmental requirements and to maintain an orderly system of records destruction procedures. No Official Records shall be destroyed without Village Board approval.

**PROCEDURE:**

Records are to be retained in a safe and orderly manner until which time they may be permanently destroyed.

The Village Board will approve the destruction of records that have been kept for the required retention period.

Resolution 3-1989 - Continued  
Records Retention

RETENTION PERIODS:

<u>Record Name</u>	<u>Retention Period (Years)</u>
Accounts Payable Invoices	6
Accounts Receivable	6
Annual Reports	Permanent
Audit Reports	Permanent
Audit Workpapers	6
Bank Deposit Tickets	3
Bank Reconciliation Papers	6
Bank Statements & Collection Reports	3
Bonds	Permanent
Budgets/Planning Summaries	3
Checks, Paid & Cancelled	7
Clerk's Reports	Permanent
Contracts, Lease Agreements	6
Election Records	3
Expense Reports	6
Insurance Policies	Permanent
Meeting Minutes & Records	Permanent
Ordinances, & Amendments to	Permanent
Payroll Records	6
Property Assessment Manuals	7
Resolutions, & Amendments to	Permanent
Tax Records	Permanent
Treasurer's Reports	Permanent

Approved this 13<sup>TH</sup> day of JUNE, 1989.

Village President Dennis Walf  
Village Clerk Robert W. Jensen