

1 174-72017

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3 **ORDINANCE: Amend Section 12.04(1)(l)13. Of the General Code of Winnebago County:**  
4 **Retention Schedule, County Clerk, Committee Minutes**

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7 **TO THE WINNEBAGO COUNTY BOARD OF SUPERVISORS:**

8 **WHEREAS**, Chapter 12 of the General Code of Winnebago County contains the retention schedule for all  
9 Winnebago County records; and

10 **WHEREAS**, Chapter 12 of the General Code of Winnebago County is a collective list of record retention  
11 requirements established in various sections of Wisconsin State Statutes and under the guidance of the Wisconsin  
12 Historical Society; and

13 **WHEREAS**, Section 12.04(1)(l)13. of the Code currently states that the retention period for minutes from all  
14 of the Winnebago County Board standing committees is "Permanent"; and

15 **WHEREAS**, it is the opinion of the Wisconsin Historical Society that  
16 if the minutes directly pertain to the County Board of Supervisors or standing committees of the county board, then  
17 the retention period is "CR+7" with notification. (CR+7: Current Year + 7 Years.)

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19 **NOW, THEREFORE, BE IT ORDAINED** by the Winnebago County Board of Supervisors that, based on the  
20 opinion of the Wisconsin Historical Society, it hereby amends Section 12.04(1)(l)13. (Retention Schedule, County  
21 Clerk, Committee Minutes) from "Permanent" to "CR+7." (CR+7: Current Year + 7 Years.)

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23 **BE IT FURTHER ORDAINED** by the Winnebago County Board of Supervisors that the Wisconsin Historical  
24 Society be notified before these minutes are destroyed so that the Wisconsin Historical Society can take custody of  
25 said minutes if they so choose.

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27 Respectfully submitted by:

28 **JUDICIARY AND PUBLIC SAFETY COMMITTEE**

29 Committee Vote: **4-0**

30 Vote Required for Passage: **Majority of Those Present**

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32 Approved by the Winnebago County Executive this \_\_\_\_ day of \_\_\_\_\_, 2017.

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Mark L Harris  
Winnebago County Executive