

# VILLAGE OF TWIN LAKES

## ORDINANCE NO. 2021-06-01

And Ordinance Amending Title II, Administration and Personnel, Chapter 2.68 Destruction of Village Records of the Village of Twin Lakes Municipal Code as it relates to Retaining Public Records.

The President and the Trustees of the VILLAGE OF TWIN LAKES, Kenosha County, Wisconsin, do herewith ordain Section 2.68.01 Destruction of Village Records, is hereby amended to read as follows:

### Sections:

#### 2.68.10 Retention of Public Records.

(A) General Records Schedule Adopted. The Village 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 Village Clerk's office and made available for public viewing during regular business hours.

(B) Other Records. In the event the Village creates a record not contemplated by the Records Schedule, the Village 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.

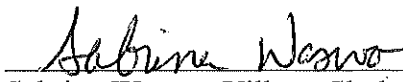
Repeal. All ordinances, or portions thereof, and resolutions, or portions thereof, in conflict with any portion of the Records Schedule are hereby repealed. Any approved Village retention schedule, or portion thereof, for any record not contemplated by the Records Schedule shall remain in full force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

Effective Date. This ordinance shall take effect immediately upon passage and publication, as provided by law.

Approved by the Village of Twin Lakes on this 22<sup>nd</sup> day of June 2021.

ATTEST:

VILLAGE OF TWIN LAKES

  
\_\_\_\_\_  
Sabrina Waswo, Village Clerk

  
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Howard K. Skinner, Village President

Members Voting:

7 Aye  
0 Nay  
0 Absent  
0 Abstained