

CHAPTER 1

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GENERAL PROVISIONS AS TO OFFICIALS

1.01 ELECTED OFFICIALS. Elected officials of the County shall be the County Clerk, County Treasurer, Register of Deeds, Clerk of Court, District Attorney, Sheriff, Coroner and 19 supervisors.

1.02 APPOINTED AND ELECTED OFFICIALS: The following shall be the appointed or elected officials of the County who shall be appointed or elected in the manner and for the term indicated below

<u>Official</u>	<u>Appointed or Elected By</u>	<u>Term</u>
ADMINISTRATOR COORDINATOR	County Board	Indefinite
COUNTY FOREST ADMINISTRATOR	County Board	Indefinite
LAND INFORMATION COORDINATOR/ COUNTY SURVEYOR	County Board	Indefinite
REGISTER IN PROBATE	Circuit Judge	Indefinite
HIGHWAY COMMISSIONER	Elected by the County Board Term Expires on 1 st Monday of January (s.83.01)	2 years
VETERAN'S SERVICE OFFICER	Elected by the County Board Must be re-elected on 1 st Monday in January of the second year if reelected VSO will serve unless removed under s. 17.10(2) (s. 45.80 (2))	Indefinite

1.03 VACANCIES. (1) **HOW OCCURRING.** Vacancies in elective and appointed positions are caused as provided in 17.03, Wis. Stats.

(2) **HOW FILLED.** Vacancies in elective and appointed offices shall be filled as provided in 17.21 and 17.22, Wis. Stats.

1.04 SALARIES. The County Board shall determine from time to time by ordinance of resolution the annual compensation to be paid officials. As elected official of the County who by virtue of his office is entitled to participate in the establishment of the salary attending his office shall not during his term of office collect salary in excess of that provided at the time of his taking office.

1.05 JACKSON COUNTY CODE OF ETHICS

(1) STATEMENT OF POLICY:

All officials and employees of Jackson County hold office for the benefit of the public. The proper operation of democratic government requires that:

- ❖ County officials and employees be impartial and responsible to the people;
- ❖ Government decisions and policy be made in proper channels of the governmental structure;
- ❖ Public office is not used for personal gain; and
- ❖ County operations facilitate the retention of public confidence in the integrity of its government.

In recognition of these goals, the County establishes a Code of Ethics for all County employees and public officials in order to assist them in identifying and avoiding those acts or actions that may conflict with the best interests of the County and create a substantial and material conflict between personal interests and public responsibilities. No County official or employee shall engage in any act which violates Wis. Stat. § 19.59, *Code of Ethics for Local Government Officials, Employees and Candidates*, Wis. Stat. § 946, *Bribery and Official Misconduct*, or which violates this ordinance.

This ordinance covers *all* employees and *all* County officials, whether paid or unpaid, and whether elected or appointed, including all members of boards, committees and commissions. This policy also covers *all* candidates for public office. Nothing herein contained is intended to deny to any individual the rights granted by the Constitution of the State of Wisconsin and the Constitution of the United States, state or federal laws, or bargaining agreements.

(2) DEFINITIONS:

- A. “ANYTHING OF VALUE” means any money or property, favor, service, payment, advance, forbearance, loan, or promise of future employment, but does not include compensation and expenses paid by the County, fees and expenses which are permitted and reported under § 19.56, *Honorariums, Fees and Expenses*, or *Political Contributions* reported under Wis. Stats. Chapter 11, or hospitality extended for a purpose unrelated to County business by a person other than an organization. Wis. Stat. § 19.42 (1). “Anything of value” does not include coffee mugs, pens, paper supplies, calendars or other such items often provided at seminars or training sessions. For purposes of this policy, “anything of value” is defined as an object with a likely value in excess of \$25.00. When in doubt about the value of an item, the employee or official should discuss the matter with Corporation Counsel. If an unsolicited item of value is received by an employee or official, the gift should be reported to his/her supervisor or Corporation Counsel for proper disposition and documentation.

- B. “ASSOCIATED” when used with reference to an organization, includes any organization in which an individual or a member of his or her immediate family is a director, officer or trustee, or owns or controls directly or indirectly, and severally or in the aggregate, at least 10% of the outstanding equity or of which an individual or a member of his or her immediate family is an authorized representative or agent. Wis. Stat. § 19.42 (2).

- C. “CANDIDATE” means every person for whom it is contemplated or desired that votes be cast at any election held for a County office within this County, whether or not the person is elected or nominated, and who either tacitly or expressly consents to be so considered. A person does not cease to be a candidate, for purposes of compliance with this policy, after the date of an election and no person is released from any requirement or liability otherwise imposed under this policy by virtue of the passing of the date of the election.

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- D. "EMPLOYEE" means all persons filling an allocated position of County employment and all members of boards, committees and commissions not included in definition of "Official," below.
- E. "IMMEDIATE FAMILY" means an individual's spouse; and an individual's relative by marriage, lineal descent or adoption who receives, directly or indirectly, more than one-half of his or her support from the individual or from whom the individual receives, directly or indirectly, more than one-half of his or her support. Wis. Stat. § 19.42 (7).
- F. "OFFICIAL" means all County Department Heads, Supervisors and all other County elected officers, including candidates for County supervisor or any other County elective office, except judges.
- G. "PRIVILEGED INFORMATION" means written or oral material related to County government which has not become part of the body of public information and which is designated by statute, court decision, lawful orders or custom as privileged.

(3) CONDUCT RELATED:

- A. Impermissible Use of Public Office. No public official or employee may use his or her public position or office to obtain financial gain or anything of substantial value for the private benefit of himself or herself or his or her immediate family, or for an organization with which he or she is associated. Wis. Stat. § 19.59(1)(a).

Exception: This provision does not prohibit a local public official from using the title or prestige of his or her office to obtain campaign contributions that are permitted and reported as required under Wis. Stat. ch. 11. Wis. Stat. § 19.59(1)(a).

- B. Donation, Solicitation or Acceptance of "Anything of Value." No person may offer or give to a local public official or employee, directly or indirectly, and no local public official or employee may solicit or accept from any person, directly or indirectly, anything of value if it could reasonably be expected to influence the local public official's or employee's vote, official actions or judgment, or could reasonably be considered as a reward for any official action or inaction on the part of the local public official or employee. This paragraph does not prohibit a local public official or employee from engaging in outside employment, except as set forth in paragraph E.4. below. Wis. Stat. § 19.59(1)(b).

- C. Prohibited Voting Practice and Influence. No local public official or candidate for local public office may, directly or by means of an agent, give, or offer or promise to give, or withhold, or offer or promise to withhold, his or her vote or influence, or promise to take or refrain from taking official action with respect to any proposed or pending matter in consideration of, or upon condition that, any other person make or refrain from making a political contribution, or provide or refrain from providing any service or other thing of value, to or for the benefit of a candidate, a political party, any person who is subject to a registration requirement under Wis. Stat. § 11.05, or any person making a communication that contains a reference to a clearly identified local public official holding an elective office or to a candidate for local public office. Wis. Stat. § 19.59(1)(br).

- D. Actual and Reasonable Expenses. No employee or person serving in a national, state or local office may accept any discount on the price of admission or parking charged to members of the general public, including any discount on the use of a sky box or private luxury box, at a stadium that is exempt from general property taxes under Wis. Stat. § 70.11(36). Wis. Stat. § 19.451.

E. Additional Conduct Regulated. No local official or employee shall:

1. Take any official action substantially affecting a matter in which the official, employee, a member of his or her immediate family, or an organization with which the official or employee is associated has a substantial financial interest. Wis. Stat. § 19.59(1)(c)1.
2. Use his or her office in a way that produces or assists in the production of a substantial benefit, direct or indirect, for the official or employee, one or more members of the official's or employee's immediate family, either separately or together, or an organization with which the official or employee is associated. Wis. Stat. § 19.59(1)(c)2.

This does not prohibit a local public official or employee from taking an action concerning the lawful payment of salaries or employee benefits or reimbursement of actual and necessary expenses, or prohibit a local public official from taking official action with respect to any proposal to modify a county or municipal ordinance. Wis. Stat. § 19.59(1)(d).

3. Use County equipment, property, or services for personal benefit.
4. Engage in or accept private employment or render service for private interests when such employment or service is incompatible with the proper discharge of their official duties or would tend to impair their independence of judgment or action in the performance of their official duties, unless otherwise permitted by law.
5. Without lawful authority, knowingly disclose of privileged information to any person not lawfully authorized to receive such privileged information. No official or employee shall use privileged information to advance their financial or personal interest or that of their immediate family.

(4) ADMINISTRATION OF ORDINANCE:

- A. Ethics Board. The Jackson County Ethics Board (“Board”) shall administer and enforce the Code of Ethics. The Board shall consist of five members, appointed to staggered three-year terms, who shall serve with compensation. All Board members shall be residents of Jackson County and no member shall be a County employee or County official or be currently serving on any County commission or board. Board members shall be compensated at the per diem rate established for other County committees.

Ethics Board members shall be appointed by the County Executive and Finance Committee and no member shall serve more than two consecutive three-year terms. In cases where a member is appointed to serve out an unexpired term of a Board member, the appointed member may complete an unexpired term and then be appointed for two full terms.

The Corporation Counsel, or designee, shall provide legal assistance to the Board as the need arises. The Ethics Board shall elect its own Chair and Vice Chair and the Board shall be responsible for: 1) administering and enforcing the Code of Ethics; 2) investigating complaints; and 3) issuing advisory opinions.

- B. Complaints. Any individual, either personally or on behalf of an organization or governmental body, may submit a complaint regarding an alleged Code of Ethics violation to the office of Corporation Counsel. All complaints shall be made in writing and include the following information:

1. Complainant’s name, address, phone number, and County position, if any;
2. Name, address, and County position of person(s) named in complaint;
3. The specific policy or statutory provision which is alleged to have been violated;
4. Information supporting the allegation(s), including witnesses (providing both name and contact information).

- C. Preliminary Review and Investigation. Within ten (10) days of receipt of the complaint, Corporation Counsel (or designee) shall forward a copy of the complaint to the subject of the complaint. After sending notice to the respondent, Corporation Counsel (or designee) shall within thirty (30) days:
1. Determine whether the complaint alleges facts sufficient to constitute a violation of the Code of Ethics.
 - (a) Corporation Counsel (or designee) may dismiss the complaint if it is determined that the complaint does not allege facts sufficient to constitute a violation of the ordinance and/or that the complaint was made for harassment purposes. The complainant and the respondent will be notified of case dismissal in writing.
 - (b) Corporation Counsel (or designee) may initiate an investigation of possible violation(s). Each person who is the subject of the investigation shall be notified in writing of the exact nature and purpose of the investigation and the actions or activities to be investigated. If, in the course of the investigation, Corporation Counsel (or designee) believe that a violation, other than the violation alleged in the complaint, may have occurred, the complaint may be amended by Corporation Counsel (or designee) to include such additional violation(s).
 - (c) No action may be taken on any complaint which is filed more than one year after the time of the alleged violation of the Ethics Code.
 2. Determine whether the complaint is in compliance with statutory restrictions on filing of certain complaints during election cycles.
 3. Schedule and hold a hearing on the complaint before the Ethics Board, if necessary. Typically, a hearing is held within thirty (30) days of receipt of complaint.

- D. Hearings. The Ethics Board shall give the subject of the complaint at least 20 days' notice of the hearing date. Such hearings shall be conducted in accordance with the rules established by the Ethics Board in closed session, unless the subject of the complaint petitions for a hearing open to the public. The Ethics Board will conduct the hearing with the Chairman of the Board presiding.
1. Right to representation. During all stages of an investigation or proceeding conducted under this section, the subject of the complaint, or any person whose activities are under investigation, shall be entitled to be represented by counsel of his/her own choosing, at his or her own expense.
 2. Due process. The subject of the complaint or his/her representative shall have an adequate opportunity to:
 - (a) Examine all documents and records to be used at the hearing at a reasonable time before the date of the hearing, as well as during the hearing;
 - (b) Present witnesses;
 - (c) Establish all pertinent facts and circumstances; and
 - (d) Question or refute any testimony or evidence, including the opportunity to confront and cross-examine adverse witnesses.
 3. Power to subpoena. The Board shall have the power to compel the attendance of witnesses and to issue subpoenas granted other boards and commissions under § 885.01(3), Wis. Stats.
 4. Vote of the Board. A majority vote of the Ethics Board shall be required for any action taken by the Ethics Board.

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- E. Written Decision. Within thirty days (30) after the hearing, the Board, with Corporation Counsel's assistance, shall issue a written decision containing the findings of fact and the conclusions concerning the allegation(s) of Code of Ethics violation.
- F. Violations and Penalties. If the written decision contains a finding of a violation of the Code of Ethics, the Board shall direct one or more of the following actions:
1. Order the officer or employee to conform his or her conduct to the Code of Ethics;
 2. Recommend to the County Board that the official or employee be censured, suspended, removed from office or employment or other disciplinary action;
 3. Subject violators to a civil forfeiture of not less than \$100 nor more than \$1,000 for each violation;
 4. Refer the matter to the district attorney for enforcement proceedings pursuant to Wis. Stat. § 19.59.
- G. Records. All records of the Board shall be open to public inspection at any time, except that the names of individuals and identifying matter which clearly discloses the identity of any individual shall be kept confidential, and copies of such records shall be altered to remove any such identifying information, except that no such alterations shall be made to disclosure statements.

(5) ADVISORY OPINIONS:

If any County official or employee is requested or required to take action that may or may not violate the ethics ordinance, the employee/official shall not take any action until they have prepared a statement as to their concern and possible conflict of interest, and, provided a copy of this statement to their supervisor and to the Ethic Board. The employee/official may request either informal feedback or a formal, written Advisory Opinion on the matter, in order to determine whether corrective or mitigating action is appropriate.

Any person subject to the provisions of this ordinance, either personally or on behalf of an organization or governmental body, may request a formal *Advisory Opinion* as to the interpretation of any provisions of the Code of Ethics.

The Ethics Board may make an advisory opinion public with the written consent of the individual requesting the opinion or the organization/governmental body on whose behalf it is requested and may make public a summary of an advisory opinion after making sufficient alterations in the summary to prevent disclosing the identities of individuals involved in the opinion. A person who makes or purports to make public the substance of or any portion of an advisory opinion requested by or on behalf of the person waives the confidentiality of the request for an advisory opinion and of any records obtained or prepared by the Ethics Board.

(6) DISCLOSURE OF ECONOMIC INTEREST:

The County Board may require County officials and County employees to file a disclosure statement of economic interests and establish a penalty for failure to file. It shall be a violation of this ordinance to knowingly omit or misstate required information on the disclosure statement.

(7) RETALIATION PROHIBITED:

Retaliatory acts taken against employees for reporting a complaint, requesting an Advisory Opinion, or assisting in the investigation of an alleged ethics violation, will not be tolerated by the County and will subject the offender to appropriate disciplinary action.

COUNTY OFFICIALS

1.10 COUNTY BOARD SUPERVISORS. (1) Jackson County shall proceed in accordance with 59.03(1), Wis. Stats., in connection with election and compensation of County Board Supervisors.

- (a) The terms of all County Board Supervisors shall be concurrent.
 - (b) The compensation of County Board Supervisors shall be as fixed from time to time by ordinance of the County Board.
- (2) All other elected officials will perform duties in compliance with current State Statutes outlined in Ch. 59.

1.11 REGISTER OF DEEDS TO DESTROY OBSOLETE DOCUMENTS. The Register of Deeds is authorized to destroy all obsolete documents pertaining to chattels antedating 6 years, including final books of entry.

1.12 DISTRICT ATTORNEY AND ASSISTANT DISTRICT ATTORNEY. (1) The offices of District Attorney and Assistant District Attorney shall be full-time offices and the persons filling these positions shall devote their full time and energies to the terms of such offices.

- (2) The District Attorney and Assistant District Attorney shall not maintain a private practice of law so long as they act in their respective full-time positions in service to the County.

1.13 ADMINISTRATIVE COORDINATOR. (1) **POSITION CREATED.** Pursuant to 59.034, Wis. Stats., the County Board of Supervisors does have the authority to designate an Administrative Coordinator. This designation shall take place by Board action and shall be done by resolution.

- (2) **POWERS AND DUTIES.** The designated Administrative Coordinator shall have all duties outlined in the statute as well as the following specific duties:
 - (a) Attend committee meetings of the Board upon the request of their chairpersons and provide staff support for the committees as requested by their chairperson.

GENERAL GOVERNMENT 1.13(2)(b)

- (b) Meet with the County Board's Finance Committee early in each fiscal year to establish the format and target funding levels and procedures for the upcoming budget process. Under supervision of the Finance Committee, performs necessary duties to prepare a proposed County Budget.
- (c) Schedule and arrange hearings and meetings on the budget with department heads, the Finance Committee and members of the public, presenting at such meetings the Administrative Coordinator's recommendations for the proposed budget.
- (d) Review all requests for transfers within the adopted budget or for modifications of allocations in the budget and make recommendations on the requests to the County Finance Committee and County Board.
- (e) Make regular reports to the County Board on the financial condition of the County, particularly advising the Board of financial trends facing the County and necessary policy or budgetary changes to reflect those trends, including long term financial needs of the County.
- (f) Authorize payment of orders. The Administrative Coordinator may, on behalf of the County Board, approve the settlement of accounts, payment of bills and purchase orders between meetings of the Finance Committee scheduled to review bills, where, in order to take advantage of purchase discounts or meet billing deadlines, immediate action must be taken.

GENERAL GOVERNMENT 1.13(2)(g)

- (g) To assure that all resolutions, ordinances and regulations of the County Board are faithfully executed, whether by the Coordinator or department heads.
 - (h) To monitor developments in State, Federal and other relevant laws and governmental affairs and advise the County on recommended policy positions to advance which will improve County administration and operations. The Administrative Coordinator shall represent the County before governmental agencies as requested by the County Board.
 - (i) To generally represent the County in business transactions, negotiations and administrative proceedings when so directed by the County Board.
 - (j) Refer inquiries and complaints to the proper departments or committees.
 - (k) Work with and coordinate the various County departments and agencies within the authority granted by the County Board and conduct meetings of the various County department heads.
- (3) **SUPERVISION AND CONTROL.** The Administrative Coordinator shall at all times be fully accountable to the County Board in the management of his/her responsibilities under this section. The Administrative Coordinator may be required to appear before any County Board meeting or committee to provide an accounting for his actions or decisions in a matter entrusted to him/her.
- (4) **VACANCY.** (a) If the designated Administrative Coordinator, at any time, is no longer able to perform the allocated duties, or is no longer the appropriate individual to perform the duties, the County Board of Supervisors shall be advised immediately and shall access number (1) of this ordinance to designate a successor Administrative Coordinator. The inability or appropriateness to perform the duties of Administrative Coordinator shall be determined by the County Board of Supervisors.

- (b) A vacancy shall be created by the resignation, death, removal or conviction of a felony of the Administrative Coordinator.

1.14 The County shall develop, maintain and administer a written Equal Opportunity Policy to insure that the delivery of services and employment opportunities are administered in a non-discriminatory manner to all individuals who are members of federally or state protected classes.

EQUAL OPPORTUNITY POLICY

Jackson County shall maintain compliance with the equal opportunity policy and standards of all applicable state and federal statutes and regulations relating to nondiscrimination in employment and service delivery.

No otherwise qualified person shall be excluded from employment, be denied the benefits of employment or otherwise be subject to discrimination in employment in any manner on the basis of age, race, religion, color, sex, national origin or ancestry, disability or association with a person with a disability, arrest or conviction record, sexual orientation, marital status, political affiliation, military participation, or use of lawful products. All employees are expected to support Jackson County goals and programmatic activities relating to nondiscrimination in employment.

No otherwise qualified applicant for services or service recipient shall be excluded from participation, be denied benefits, or otherwise be subject to discrimination in any manner on the basis of race, color, national origin, ancestry, sex, religion, age, political affiliation, disability or association with a person with a disability. This policy covers eligibility for and access to services delivery, and treatment in all of our programs and activities.

To assist Jackson County in complying with all applicable equal opportunity rules, regulations and guidelines, the Corporation Counsel/Human Resources Director is designated as Equal Opportunity Coordinator. Employees, the public, providers or complainants are encouraged to discuss any perceived discrimination problems in employment or service delivery with the E.O.C. Information about our discrimination complaint resolution process is available to you upon request.

- (1) Jackson County will disseminate the Equal Employment Opportunity policy statement in the following ways:
 - (a) The policy shall be included in our policy and operating procedures manual and is permanently posted where it may be reviewed by both current clients and applicants for services.
 - (b) The policy shall be reviewed annually by managers, supervisor and staff.
 - (c) New employees and managers shall be informed of the policy as part of their orientation program and in-service training.
 - (d) Staff shall receive training on the policy, along with instruction on the laws and regulations concerning equal opportunity in employment and service delivery. Copies of the laws and regulations shall be made available to staff. Staff will be offered training annually and are required to attend a training session once every three years.
 - (e) The policy shall be available in alternate formats (relevant language translations, large print, on tape, Braille).
 - (f) A short form of the policy shall be included in Jackson County's recruitment materials, use of media, publications, phone listings and directories.
 - (g) The policy shall be incorporated in contracts and agreements with vendors, contractors, and suppliers.
 - (h) Publications shall include where possible pictures of staff from diverse racial/ethnic backgrounds and staff who have disabilities.
 - (i) Customer referral sources are notified of the policies.

(B) DESIGNATION OF EQUAL OPPORTUNITY COORDINATOR

- (1) The EOC shall have direct access to the County Board Chairman to discuss equal opportunity issues or activities.

GENERAL GOVERNMENT 1.14(B)(2)

- (2) The EOC shall have received or will receive civil rights training within six months of assuming equal opportunity duties.
- (3) Our EOC has the following responsibilities:
 - (a) Handling service delivery and employment discrimination complaints.
 - (b) Disseminating equal opportunity information to provider staff and interested persons.
 - (c) Preparing equal opportunity plans and reports.
 - (d) Acting as equal opportunity liaison between the providers, the County Department, federal agencies, and community.
 - (e) Monitoring, conducting, compliance reviews, and evaluating equal opportunity activities in the organization.
 - (f) Providing, monitoring, and evaluating civil rights, cultural awareness, disability sensitivity, and language needs for provider staff training.
 - (g) Maintaining equal opportunity files and confidential records. Monitoring the records and files relative to the civil rights program of the County, and ensuring that the County vendors and subgrantees are maintaining records uniformly for all individuals regardless of protected status.
 - (h) Providing input to the County Board and Department Heads to improve equal opportunity in employment and service delivery.
 - (i) The above duties may be delegated to appropriate County personnel to more effectively administer this policy. Employees, the public, providers or complainants shall be informed of this delegation.

(C) ACCESS TO SERVICES

- (1) The County shall assure that services are equally available to everyone by:
 - (a) Providing equal access to all programs, services or activities, including but not limited to eligibility, treatment, staff assignments, outreach, intake, diagnosis, assessment, evaluation, research, days and hours of service, facilities assignments, communication of information and referrals to other services.

GENERAL GOVERNMENT 1.14(C)(1)(b)

- (b) Assuming physical access to the facilities by allowing persons with functional limitations caused by impairments of sight, hearing, coordination or perception, or persons with semi-ambulatory or non-ambulatory disabilities to enter, leave, circulate within, use public toilet facilities and elevators.
- (c) Providing translators and/or sign language interpreters to assist applicants and clients with hearing impairments or with limited ability to read, speak or understand English.
- (d) Providing literature, posting information and audio-visual materials in language(s) understood by clients, and in formats, which are understandable to persons with visual or hearing impairments.
- (e) Providing readers for persons with visual impairments.
- (f) Providing special assistance for persons with developmental or learning disabilities.
- (g) Providing services regardless of whether the applicant or participant provides demographic information or protected status characteristics. Informing applicants or participants that information regarding protected status is requested as a legal requirement, and that this information will not be used to discriminate against the applicant or participant.
- (h) Ensuring that members of protected classes have equal opportunity to participate on planning and advisory boards on local levels through notification of membership opportunities.
- (i) Allocating funds in a non-discriminatory manner.
- (j) Providing equal opportunity for applicants to become vendors, subgrantees, and contractors. Using nondiscriminatory factors in determining awards, sizes of grants, contracts, projects, and the quality, quantity, range of benefits provided thereunder proportionate to the number of such members in the service area.
- (k) Establishing service areas for the purpose of protected class integration.
- (l) Treating protected class members with full courtesy and respect in all personal, oral, written and other forms of communication and contact.

GENERAL GOVERNMENT (1.14)(C)(m)

- (m) Providing culturally competent qualified staff and specialized services so as to maximize use and completion of programs by the protected class.
- (n) Ensuring that sanctions and terminations are applied in a culturally sensitive, non-discriminatory manner without regard to protected status.

(D) DISCRIMINATION COMPLAINT/GRIEVANCE PROCEDURE

- (1) The EOC shall develop a complaint form, which meets the requirements of federal and state statutes and local ordinances. A copy of our organization's complaint form is attached.
- (2) Jackson County shall implement the following procedures:
 - (a) The complaint resolution procedure, including the name, address and phone number of the complaint investigator, shall be publicly posted in language(s) understood by our clients, and shall be in a format or formats accessible to persons with visual or hearing impairments.
 - (b) There shall be confidential written documentation of all investigations conducted.
 - (c) All participants in complaint investigations shall be protected from retaliation.
 - (d) Complaints shall be responded to in writing within 30 calendar days with appropriate appeal rights. Corrective actions shall be taken when evidence of discrimination has been found.
 - (e) Translators, interpreters and/or readers, who meet the communications needs of our clients, shall be provided by Jackson County during the complaint process.

GENERAL GOVERNMENT 1.14(D)(f)

- (f) Clients shall be permitted to have representatives of their choice during the complaint process.
- (g) Client complainants shall be made aware of other avenues of redress, including the right to appeal to the appropriate state agency, or to the appropriate federal Office for Civil Rights (depending on the source of federal funding).
- (h) Employee complainants shall be made aware of other avenues of redress, including the appropriate state agency, the Equal Employment Opportunity Commission, or the appropriate federal agency (depending on the source of federal funds).
- (i) Agency staff shall assist complainants during the complaint process if necessary.
- (j) Complainants shall be informed that the complaint must be filed within 180 days from the alleged discriminatory act. Filing times may be extended if deemed necessary.

(E) SELF-EVALUATION

- (1) Jackson County shall annually evaluate and revise its service delivery and employment practices according to the following procedures:
 - (a) Conduct a self-evaluation with consultation from interested persons, including persons or organizations representing minorities, females and persons with disabilities.
 - (b) Modify any policies or practices that do not meet the standards for equal opportunity in employment or service delivery
 - (c) Take appropriate remedial steps to eliminate the effects of any discrimination or adverse impact that resulted from past policies or practices.

GENERAL GOVERNMENT 1.14(E)(1)(d)

- (d) Maintain records of the evaluation process, including the names of interested persons who were consulted, a description of the areas examined and any problems identified, and a description of remedial steps taken and/or modifications made. Make records available to federal staff.
- (e) Review data on clients served within our programs, services or activities, by racial/ethnic status, gender, age, disability status, in proportion to their representation in the eligible service area population, and determine that no person is excluded from participation, denied any benefits, or subjected to discrimination. Data analysis will include comparisons of applicants, eligibles, non-eligibles, persons terminated from service, and bilingual staff persons.
- (f) Compare racial/ethnic, gender and disability work force statistics in proportion to their representation in the local labor market.
- (g) Monitor our reasonable accommodation procedures for employees with disabilities.
- (h) Make improvements to our facilities as reasonable and necessary, providing physical accessibility to persons with disabilities.
- (i) Monitor the civil rights and equal employment opportunity compliance of our subgrantees, subcontractors and/or vendors on a biennial basis.
- (j) Assess needs of members of protected groups and measure the extent to which services are actually delivered to members of the protected classes in a culturally relevant and accessible manner
- (k) Assess representation by members of protected classes for boards, councils, volunteers, and subgrantees.
- (l) Maintain reports of providers', subgrantees', and vendors' compliance and steps to achieve compliance.
- (m) Maintain reports of all complaints by name, address, date, nature, investigation status, disposition, and corrective action.

COMMITTEES, BOARDS AND COMMISSIONS

1.20 RENUMBERED And AMENDED AS CHAPTER 11, SECTION 11.09

1.21 TRAFFIC SAFETY COMMISSION. (1) **APPOINTMENT.** There is hereby appointed by the Chairman of the County Board a County Traffic Safety Commission to serve without compensation, consisting of the County Highway Commissioner, Sheriff, Chief of the County traffic patrol, a representative of the legal profession, medical representative, school representative, plus such other members as may be required or deemed necessary or their designates. The Chairman of the Commission shall be elected annually by Commission members.

- (2) **MEETINGS.** (a) The Commission shall develop a meeting schedule that includes a minimum of 4 meetings per year, such meetings to be quarterly on regularly scheduled dates.
 - (b) The Commission shall appoint a secretary to keep a record of attendance, minutes and all official proceedings.

- (3) **RESPONSIBILITIES AND DUTIES.** (a) To secure voluntary coordination and reinforcement of highway safety activities conducted by the political subdivision of the County in the functional areas of driver education; codes and laws; traffic courts; alcohol in relation to highway safety; identification and surveillance of accident locations; traffic records; emergency medical devices; pedestrian safety; police traffic services; debris hazard control and cleanup; and school bus safety.
 - (b) To review and develop a written statement of highway safety needs in the aforementioned functional areas and develop immediate priorities and long-range goals for highway and safety improvement.
 - (c) To advise the County Board and its various committees on highway safety matters.

GENERAL GOVERNMENT 1.21(3)(d)

- (d) To maintain liaison with highway safety programs carried on by the cities of and related State functions conducted in the County.
 - (e) To act as an advisory body to the County Highway Safety Coordinator for the purpose of developing local actions necessary to implement projects under the Federal Highway Safety Act.
 - (f) To cooperate with nonofficial organizations and groups in developing and conducting public information programs directed toward highway safety improvements.
 - (g) To develop procedures for periodic review of local highway safety improvement programs.
- (4) **COMMITTEES AND STUDY GROUPS.** The Commission may establish special study groups and subcommittees necessary to meeting its responsibilities as outlined in this section.

1.22 BOARD OF ADJUSTMENT. See 17.96 of this General Code.

1.23 VETERANS SERVICE COMMISSION. The Veteran's Service Commission shall consist of 3 residents of the County who are Veterans, appointed for staggered 3 year terms by the County Board Chairperson. See 45.12, Wis. Stats.

1.24 AIRPORT COMMISSION. (1) That the Airport Commission is a five (5) member commission;

- (2) The five (5) commissioners are appointed as follows: Three members shall be appointed by the Chairperson from Jackson County Board and two members shall be appointed by the Mayor of the City of Black River Falls. The commissioners shall be people especially interested in aeronautics.

GENERAL GOVERNMENT 1.24(3)

- (3) The term of commissioners shall be appointed for terms of six (6) years.
- (4) Said commissioners shall be paid per diem of Twenty five dollars (\$25.00) per day for attendance of any regular or special meetings of the Airport Commission;
- (5) The Airport Commission shall elect one member Chairperson and one member Secretary who shall keep accurate record of all its proceedings and transactions and report such to the governing bodies.
- (6) The Commission shall have complete and exclusive control and management of the Black River Falls Airport. All monies appropriated for the construction, improvement, equipment, maintenance, or operation of the Airport, managed as provided by Section 114.14(2), or earned by the Airport or made available for its construction, improvement, equipment, maintenance, or operation in any manner whatsoever, shall be deposited with the Treasurer for the City of Black River Falls where such money shall be kept in a special fund, paid out only on order of the Airport Commission, drawn and signed by the Secretary and countersigned by the Chairperson;
- (7) The Airport Commission shall have the powers and duties set forth in Section 114.14 of the Wisconsin Statutes.

PUBLIC RECORDS

1.30 DEFINITIONS. (1) **AUTHORITY.** Any of the following entities having custody of a record: an office, elected or appointed official, agency, board, commission, committee, council, department or public body corporate and politic created by constitution, law, ordinance, rule or other; or a formally constituted subunit of the foregoing.

- (2) **RECORD.** Any material on which written, drawn, printed, spoken, visual or electromagnetic information is recorded or preserved, regardless of physical form or characteristics, which has been created or is being kept by an authority. Record includes, but is not limited to, handwritten, typed or printed pages, maps, charts, photographs, films, recordings, tapes (including computer tapes) and computer printouts. Record does not include drafts, notes, preliminary computations and like materials prepared for the originator's personal use or prepared by the originator in the name of a person for whom the originator is working; materials which are purely the personal property of the custodian and have no relation to his or her office; materials to which access is limited by copyright, patent or bequest; and published materials in the possession of an authority other than a public library which are available for sale or which are available for inspection at a public library.

1.31 LEGAL CUSTODIANS. (1) Each elected or appointed official is the legal custodian of his records and the records of his office, but the official may designate an employee of his staff to act as the legal custodian.

- (2) Unless otherwise prohibited by law, the County Clerk or the Clerk's designee shall act as legal custodian for the County Board and for any committees, commissions, boards or other authorities created by ordinance or resolution of the County Board.
- (3) For every authority not specified in subs. (1) or (2), the authority's chief administrative officer is the legal custodian for the authority, but the officer may designate an employee of his staff to act as the legal custodian.
- (4) Each legal custodian shall name a person to act as legal custodian in his absence or the absence of his designee.
- (5) The designation of a legal custodian does not affect the powers and duties of an authority under this section.

1.32 PROCEDURAL INFORMATION. Pursuant to 19.34, Wis. Stats., and the guidelines listed in that section, each authority shall adopt, prominently display and make available for inspection and copying at its offices for the guidance of the public, a notice containing a description of its organization and the established times and places at which the legal custodian from whom and the methods whereby the public may obtain information and access to records in its custody, make requests for records or obtain copies of records and the costs thereof. Each authority shall also prominently display at its offices for the guidance of the public a copy of 19.31 to 19.39 Wis. Stats. This section does not apply to members of the County Board.

1.33 ACCESS TO RECORDS; FEES. (1) APPLICABLE STATUTES. The rights of any person who requests inspection of copies of a record are governed by the provisions and guidelines of 19.35(1), Wis. Stats., subject to limitations contained in 19.36, Wis. Stats., or other applicable statutes.

- (2) **ACCESS PROCEDURE.** Each authority shall provide any person who is authorized to inspect or copy a record which appears in written form under 19.35(1)(b), Wis. Stats., or any person who is authorized to and requests permission to photograph a record, the form of which does not permit copying under 19.35(1)(f), Wis. Stats., with facilities comparable to those used by its employees to inspect, copy and abstract the record during established office hours. An authority is not required by this subsection to purchase or lease photocopying, duplicating, photographic or other equipment or to provide a separate room for the inspection, copying or abstracting of records.
- (3) **FEES.** (a) Each authority shall impose a fee upon the requester of a copy of a record which may not exceed the actual, necessary and direct cost of reproduction and transcription of the record, unless a fee is otherwise specifically established or authorized to be established by the law.
 - (b) Each authority shall impose a fee upon the requester of a copy of a record for the actual necessary and direct cost of photographing and photographic processing if the authority provides a photograph of a record, the form of which does not permit copying.
 - (c) Except as otherwise provided by law or as authorized to be prescribed by law, an authority shall impose a fee upon a requester for locating a record, not exceeding the actual, necessary and direct cost of location, if the cost is \$50 or more.

GENERAL GOVERNMENT 1.33(3)(d)

- (d) Each authority shall impose a fee upon a requester for the actual, necessary and direct cost of mailing or shipping of any copy or photograph of a record which is mailed or shipped to the requester.
 - (e) An authority may provide copies of a record without charge or at a reduced charge where the authority determines that waiver or reduction of the fee is in the public interest.
 - (f) Each authority shall require prepayment by a requester of any fee or fees imposed under this subsection if the total amounts exceeds \$5.
- (4) **RESPONSE TIME.** Each authority in acting upon a request for any record shall respond within the times and according to the procedures set out in 19.35(4), Wis. Stats.

1.34 SEPARATION OF INFORMATION. If a record contains information that may be made public and information that may not be made public, the authority having custody of the record shall provide the information that may be made public and delete the information that may not be made public from the record before release. Each authority shall consult with the Corporation Counsel before releasing any information under this section.

1.35 RECORDS RETENTION.

Section 1 - Purpose. The purpose of this chapter is to establish a county-wide records retention schedule and authorize destruction of county records pursuant to that schedule on an annual basis. Record custodians do not have the authority to destroy records prior to the established retention period unless such records have been photographically reproduced as original records pursuant to Section 16.61(7) Stats. and under the Code. If there is not a specific law requiring a specific retention period, all records must be retained 7 years, unless the public records and forms board fixes a shorter period. This ordinance is structured in conformance with the organization of Jackson County, its agencies and departments. As the organization changes, this section of the Code will be revised to keep in conformance.

Section 2 - Definitions.

- (A) "Legal custodian" means the individual responsible for maintaining records pursuant to Section 19.33 Stats.
- (B) "Record" means as defined in Section 19.32(2) Stats.

Section 3 - Countywide. The following records are found throughout various departments in the County and are subject to uniform regulation unless otherwise specified.

<u>RECORD</u>	<u>RETENTION</u>	<u>AUTHORITY</u>
A. Contracts, leases, agreements	7 years	59.715(10) Stats.
B. Insurance policies		
1. Claims made	7 years after exp.	59.715(10) Stats.
2. Occurrence	Permanent	
C. Cancelled checks	7 years	59.715(18) Stats.
D. Receipts	7 years	

E. Accounts payable - purchasing invoices/vouchers/ detail listing/vendor listing	7 years
F. Accounts receivable/ receipts	7 years
G. Receipt journals	7 years
H. Vouchers/order register	7 years
I. General journal	7 years
J. Construction plans for county buildings & bridges	Life of structure
K. Blueprints	Until superceded by as-built tracings
L. As-built tracings	Life of project
M. Personnel records	See Chapter 4. of the General Code
N. Warranty Records	Life of product or end of warranty, whichever occurs first
O. Equipment & furnishings inventories	Until superceded
P. Any record subject to litigation, claim, audit or other action	Until permission to destroy obtained from Corporation Counsel
Q. Citations (copies)	2 years
R. Fleet car usage, purchase requisitions	1 year after audit

S. Purchase orders	7 years
T. Bids and proposals, successful	7 years after contract expiration
U. Bids and proposals, unsuccessful	1 year after audit
V. Property Inventory	Until superceded
W. Public Works contracts	
1. Notice to contractors	
a. Successful bidders	7 years
b. Unsuccessful bidders	2 years
2. Bidder's proof of responsibility	
a. Successful bidders	7 years
b. Unsuccessful bidders	2 years
3. Bids	
a. Successful bidders	7 years after completion of project
b. Unsuccessful bidders	2 years
4. Affidavit of organization & authority	
a. Successful bidders	7 years after completion of project
b. Unsuccessful bidders	2 years
5. Performance bond	7 years after completion of project
6. Contract	7 years after completion of project
7. Master project files	20 years

Administrative Coordinator

A. Investment records 6 years

Corporation Counsel

- A. Case files/non-litigation 3 years
- B. Case files/litigation 3 years after closure or when appeal time has run, whichever is longer or per SCR
- C. Legal memos 7 years
- D. Legal opinions Permanent

County Clerk

- A. Notices of tax apportionment from Secretary of State 3 years 59.715(1) Stats.
- B. Copies of notices of tax apportionment sent to local taxing districts 3 years 59.715(2) Stats.
- C. Records of County Claims forwarded to DNR 1 year 59.715(3) Stats.
- D. List of town, city & village officers certified to County Clerk After date of expiration of term listed 59.715(4) Stats.
- E. Crop reports by local assessors 3 years 59.715(5) Stats.
- F. Illegal tax certificates charged back to local tax districts 3 years after charging back 59.715(6) Stats.

GENERAL GOVERNMENT 1.35

G. Notices of application for taking of tax deeds & certificates of non-occupancy, proofs of service & tax certificates filed	15 years	59.715(6) Stats.
H. Official bonds	6 years	59.715(8) Stats.
I. Claims paid by county & supporting papers	7 years	59.715(9) Stats.
J. Reports of town treasurers on dog licenses sold & records of dog licenses issued	3 years	59.715(12) Stats.
K. Copies of receipts issued by treasurer	4 years or until audited, whichever is earlier	59.715(14) Stats.
L. Copies of notices to town assessors re: lands sold & owned by county	3 years	59.715(15) Stats.
M. Oaths of office	7 years	59.715(19) Stats.
N. Marriage license applications & supporting papers	10 years	59.715(22) Stats.
O. Original papers, resolutions & reports concerning county board proceedings*	6 years after date of publication	59.715(1) Stats.
P. Check register/treasurer cash	7 years	
Q. Committee minutes*	6 years after date of publication	59.715(1) Stats.

GENERAL GOVERNMENT 1.35

R. Deeds	Permanent or listing or when & where recorded	
S. Abstracts & certificates of title, title insurance policies	Permanent or as long as land owned	
T. Cancelled bonds, coupons & promissory notes	Until audited	
U. Bond & coupon record book, general obligation bonds	7 years after bond issue expires or following payment of all outstanding matured bonds, notes, coupons, whichever is later	
* These records have historical value.		
V. Apportionment maps	Until next apportionment	59.03 Stats.
W. U.S. Geological Survey maps	Until next set of maps received	
Y. Certified mileage lists	Until next list received	
Z. Town plats	3 years	
AA. Award of damage for scenic rights	Until recorded	
BB. Relocation orders/maps	Retain latest revision for each project	
CC. Mill rates from towns	2 years	
DD. Journal entries & any audits or journal entries	7 years	

EE. Journal of Proceedings	6 years after date of publication	
FF. Cancelled registration cards	4 years after cancellation	7.23(1)(c) Stats.
GG. Financial registration statements & reports	6 years	7.23(1)(d) Stats.
HH. Registration & poll lists non-partisan elections partisan elections	2 years 4 years after election	7.23(1)(e) Stats.
II. Federal elections records other than registration cards	22 months	7.23(1)(f) Stats.
JJ. Detachable recording units	14 days for primary and 21 days after any other election-clear or erase after transfer to a disk or other recording medium	7.23(1)(g)Stats.
KK. Electronic ballot	22 months after date of election	7.23(1)(f) Stats.
LL. Ballots, tallies	30 days after election	7.23(1)(h) Stats.
MM. Official canvasses	10 years after election	7.23(1)(i) Stats.
NN. Election notices & proofs of Publication & correspondence	1 year after date of election unless contested, then by court order	7.23(1)(j) Stats.

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OO. All other election materials & supplies	90 days after election	7.23(1)(k) Stats.
PP. Records transferred by registrants who submit dissolution reports after primary and general elections	3 years after the last election in which the registrant participated	10.74(8)(e) Stats.
QQ. All accounts of county and books of account	7 years	
RR. General ledger	15 years	

Computer Systems - provides reports for all departments and stores information for each department. Files in storage must be maintained pursuant to the guidelines established for the specific departmental records and county-wide records enumerated in this chapter.

County Coroner

A. Homicide or suspicious deaths	75 years
B. All other records	7 years unless subject to litigation and then until litigation resolved

Courts

All records maintained by the Clerk of Courts, Register in Probate, Juvenile Court or Juvenile Intake Office relating to Juvenile Court, and the Family Court Commissioner shall be retained in compliance with Supreme Court Rules Chapter 72. Records not specified therein of a general county-wide nature shall be retained pursuant to Section 2.90.010 of the Code.

GENERAL GOVERNMENT 1.35

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| A. Shelter Care records | Until child's 21 st birthday except permanent register of names of children & dates of admission & release | HSS 59.07(3)(b) Stats. |
| B. Secure juvenile facility records | 10 years after 18 th birthday | HSS 346.13 and SCR 72 |

District Attorney

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| A. Traffic, misdemeanor, civil or related case records | 3 years after commencement of action | 59.715(24)(h) Stats. |
| B. Felony or related case records | After mandatory release date per 53.11(1) Stats. or 10 years after commencement of action, whichever is later | 59.715(24)(c) |
| C. Any other record evidencing D.A.'s activities or functions | 6 years | 59.715(24)(d) Stats. |
| D. Trust account records | 7 years | SCR 20:1.15 |

Environmental Health & Zoning

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| A. Plats | Permanent |
| B. Certified surveys | Permanent |
| C. Assessors plats | Permanent |
| D. Aerial photographs | Until superceded |

GENERAL GOVERNMENT 1.35

E. Final real property assessment roll	15 years "No assessment roll containing forest crop acreage may be destroyed without prior approval of the secretary of revenue	59.715(4) Stats.
F. Permit applications	Permanent	
G. Code compliance inspection reports	Permanent	
H. Date approved commercial building plans	4 years	
I. Permit ledger	3 years	
J. Quarter section maps, copies	Until superceded	
K. Decisions & supporting documents of Bd. of land Use Appeals	Permanent	

Extension.

Highway Department

A. Machinery, time sheets	1 year after machinery replaced
B. Permits	Permanent
C. State gas reports	3 years
D. Accident reports (copies)	3 years
E. Insurance reports (copies)	3 years

F. Stock control records	2 years
G. Fuel usage reports	2 years
H. Heavy equipment and vehicle inventory ledger	Heavy equipment and/or vehicle until superceded
I. Vehicle maintenance	Life of vehicle
J. Vehicle expense reports	Life of vehicle
K. Vehicle usage reports	2 years

HUMAN SERVICES.

Aging Unit. All financial and programmatic records, supporting documents, statistical records, and other records which are required to be maintained by the terms of the grant/contract or otherwise reasonably considered as pertinent to the grant/contract are governed by federal DHSS Regulations Title 45 part 74 Subpart D.

A. Records as defined above	3 years from date the Office on Aging submits to HSS the last federal expenditure report for each grant award
B. Litigation, claims, audit or other action involving records	Completion of action & resolution of all issues or the regular 3 years period, whichever is later
C. Equipment records	3 years from date of disposition or replacement or transfer. (Direction of awarding agency)

GENERAL GOVERNMENT 1.35

- D. Indirect cost rate proposals & cost allocation plans 3 years from the end of the contract covered by the plan or proposal
- E. Non-expendable property acquired with Title III or other federal or state funds At least 3 years after final sale or disposition
- F. In case of litigation, claim, audit or other action involving records or records concerning non-expendable property, such records may not be disposed of until authorization has been obtained by the awarding agency to dispose of records.

Child Support

- A. Expenditure reports & supporting documentation 3 years 45 CRF 74.20-74.25
- B. Statistical reports & supporting documentation 3 years 45 CFR 73.20-74.25
- C. Client/case records including client/attorney information Until youngest child reaches age 21
- D. Records of required client notification 3 years 45 CFR 73.20-74.25

Human Services

- A. Case records & other materials of all public assistance kept as required under Chapter 49 DHSS. If no payments have been made for at least 3 years & a fact sheet & financial record retained per 59.715(21) Stats.
- B. Original fiscal records 7 years

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| C. Juvenile examination | | 48.59 Stats. |
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| D. Open public assistance case records | | |
| 1. All data forms; case determination sheets; work sheets, medical assistant certification sheets; sheets which document the verification of changeable items, such as income or health statutes; correspondence to and from applicants & recipients, and any other documents needed to support income maintenance agency decisions | To cover most recent 6 year period | HSS 245.03(1)(a) |
| 2. Sheets which document the verification of unchangeable items, such as social security numbers, birth dates, & citizenship | As long as case is open | HSS 245.03(1)(b) |
| 3. Financial record for all payments not on file in CRN | As long as case is | HSS 245.03(1)(c) |
| | | |
| E. Closed public assistance cases & denied cases | | |
| 1. Records specified in HSS 245.03(1)(a) | 36 months following date of closing | HSS 245.03(2)(a) |
| 2. Most recent data, records specified in HSS 245.03(1)(b) & (c) and materials relating to any lack of cooperation on the part of a recipient | 6 years from date of closing | HSS 245.03(2)(b) |

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| <p>3. Most recent data form and records specified in HSS 245.03(1)(b)</p> | <p>36 months from date of closing</p> | <p>HSS 245.03(2)(c)</p> |
| <p>F. Social Service Case Files</p> | | |
| <p>1. State required case documentation
Initial contact sheet, Notice of Agency Action, Social Services Face Sheet, Social Services Agreement, Social Services Narrative, Financial Information, Any other records documenting client eligibility and activity</p> | | |
| <p>2. State required & County developed case documentation
Assessment or diagnostic forms, records & narratives, Social and medical histories, Copies of court reports pertinent to the case, Release of information forms, Client progress notes, Case review forms, Client or service agreements, Forms and documentation of eligibility or financial status</p> | <p>3 years after case is closed</p> | |
| <p>3. Social Services records for cases not opened for services
Applications, Referral actions not resulting in case opening, Miscellaneous requests and correspondence about individual clients from consumer and other agencies which do not result in case opening</p> | <p>1 year after final action/determination</p> | |

GENERAL GOVERNMENT 1.35

G. 51.42/437 Treatment records	7 years unless minor, then until 19 years of age or 7 years after treatment completed whichever is longer	HSS 92.12(a) & (2)
1. Undergoing federal or state audit	Until completion of audit	HSS 92.12(3)
2. Relating to legal actions	Until completion of legal action	HSS 92.12(4)
H. Client collection files		
1. Active Client records	Active as long as liability exists except for inpatient mental services when 3rd party sources are exhausted and it has been determined the responsible parties have a permanent inability or unlikely future ability to pay	HSS 1.06(3)(d)
2. Inactive client records	5 years except where liability for inpatient mental health services remains, then 10 years after last transaction posted to the record	HSS 1.06(3)(e)
I. Payee records	Permanent	
J. Case management files	7 years	

K. Payee misc. documents	3 months after audit completed	
L. Child-placing agency records		
1. Register identifying information about children accepted for service or placement	Permanent	HSS 54.05(2)(a)1
2. Individual case records for each child served and family	7 years after case closed	HSS 54.05(2)(a)2
3. Individual foster home records for each foster home used by the agency, which includes signed applications and agreements	7 years	HSS 54.05(2)(a)G
4. Individual records of studied adoptive applicants	7 years	HSS 54.05(2)(a)4
5. Personnel records	7 years	HSS 54.05(2)(a)5
6. Financial reports and audits	7 years	HSS 54.05(2)(a)6
7. Licensing and certification records for in-home and family day care; adult family homes; foster homes; and group foster homes for children Application or other request forms, Inspection and observation check lists, Correspondent, Other documentation relating to licensing or certification, Approved license or certificate	2 years after the license or certificate is no longer active	

8. Licensing and certification records for 1 year after final above types of facilities where license or action/determination certificate was not approved.

9. Adoption records County agencies permanent HSS 53.07(1)
 providing child welfare services under
 s. 48.56 or child-placing agencies licensed
 under s.48.60 Wis. Stats., should follow the
 detailed procedures for adoption information
 search and disclosure detailed in HSS 53.

M. Third party recovery records one year after case closure and microfilm essential information

N. Fraud referral records

1. Unfounded 3 years after determination and microfilm essential information

2. Founded - referred DA 7 years after determination and microfilm essential information

3. Founded – other 5 years after determination and microfilm essential information

Land Conservation Department & Federal Soil Conservation Program

Facilities Management Department

A. Blueprints	Permanent or until building disposed of
B. Shop drawings	Permanent
C. Equipment & machine maintenance	Life of equipment
D. Utility usage	5 years
E. Inventory	Until superceded
F. Receipts from County Treasurer	4 years or until audited, whichever is sooner
G. Keying list	Until superceded
H. Material data sheets	7 years after product used up

Parks & Forest

A. Master park plan	Permanent
B. Plats	Permanent
C. Aerial photographs	Permanent
D. Committee agendas & summaries	6 years
E. Citation & park patrol records	2 years

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F. Guidebooks, trail information	Until updated or no longer useable
G. Wisconsin Conservation Corps projects/crew info.	3 years
H. Annual work plans	3 years
I. Dam information	Permanent
J. Equipment & vehicle registration reports	Until equipment & vehicles disposed of
K. General Information	Until updated
L. Land acquisitions - deeds, abstracts	Permanent or until land disposed of

Human Resources

A. Payroll registers, other payroll reports, and social security and retirement earnings reports	10 years
B. Withholding allowance certificates, employee wage and tax statements, and other tax records	7 years
C. Time cards, attendance records, salary schedules and department training records	7 years
D. Insurance records	7 years
E. Performance evaluations, garnishment records and medical records	5 years

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| F. EEO-4 reports, obsolete job descriptions and any personnel or employment records made or kept, including but not limited to application forms or test papers by applicants and other records of decisions pertaining to hiring, promotion, demotion, transfer, layoff or termination, terms of compensation, and selection of training | 3 years except where a charge of discrimination has been filed; all personnel records relevant to a charge or action shall be retained until final disposition of the charge or the action |
| G. Union contracts and grievance, mediation the arbitration records | Permanent |
| H. Rough work papers used in payroll calculations | 3 years |
| I. Unemployment compensation records | 3 years |
| J. Individual employee personnel files and retirement records | 8 years after end of service |
| K. Accident reports, injury claims and settlements; injury frequency charts | 8 years after end of service |
| L. Deferred compensation payment records | 8 years after end of service |
| M. Directives and policies | 7 years after being updated or terminated |

Pineview Nursing Home

A. Original medical record or death	5 years after discharge	HSS 132.45(4)(d)2
B. Master resident indexes	Permanent	HSS 132.45(4)(d)3b
C. Disease index	Permanent	HSS 132.45(4)(b)2
D. All other records required by HSS 132.45	2 years	HSS 132.45(4)(d)2
E. Patient accident reports	7 years	
F. Census reports	5 years	
G. Utilization review & other committee meeting minutes	7 years	
H. Gas tax refund	3 years	
I. Receipts/patient cash	7 years	
J. Purchase orders (copies)	3 years	

Register of Deeds

A. Obsolete documents pertaining to chattels, including final books of entry	6 years	59.51(14) Stats.
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Sheriff

Process Division

A. Attorney letters	7 years
B. Form 50's	7 years

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C. Transport records	7 years
D. Proof of Service	7 years
E. Correspondence instructing civil process service	7 years
F. Process receipt print-outs	7 years
G. Process deposit receipts	7 years

Jail Division

H. Dockets, daily jail records & cash books	8 years	59.23(8) Stats.
I. Check book	7 years	
J. Ledger sheets	7 years	
K. Accounts work sheets	7 years	
L. Meal books	7 years	
M. Canteen sheets	7 years	
N. Visit log	7 years	
O. Menus	7 years	
P. Jail billing	8 years	59.23(8), Stats
Q. Bond receipts	8 years	59.23(8), Stats.
R. Daily bond	8 years	59.23(8), Stats.

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S. Inmate files: Disciplinary forms Huber revocation forms Employer information forms Employer job search Verification sheets Court orders	8 years after release of inmate	59.23(8), Stats. DOC 348.09(1)
T. Daily work location	8 years	59.23(8), Stats.
U. Inmate daily activity log forms	8 years	59.23(8), Stats.
V. Exercise logs	8 years	59.23(8), Stats.
W. Phone logs	8 years	59.23(8), Stats.
X. Huber rules forms	8 years	59.23(8), Stats.
Y. Jailer logs	8 years	59.23(8), Stats.
Z. Daily cell block check sheets	8 years	59.23(8), Stats.
AA. Medical records	8 years	59.23(8), Stats. DOC 348.09(2)
BB. Booking sheets	Permanent	
<u>Detective Division</u>		
CC. Ordinance violation citations	2 years	Ord. 2.90.010 Q.
DD. Arrest records	8 years	59.23(8), Stats.
EE. Incident records	10 years	59.23(8) Stats.
FF. Evidence cards	10 years	59.23(8), Stats.

Patrol Division

GG. Uniform traffic citations	1 year after closed, disposed or cancelled	
HH. Work schedules	7 years	
II. Wisconsin accident reports	8 years	59.23(8), Stats.

Treasurer

A. Bank statements	7 years	
B. General receipts and settlement receipts	7 years	59.715(17) Stats.
C. Municipal tax rolls (See also "Planning and Development)	15 years	59.717(2) Stats.
D. Balancing reports	7 years	
E. Audit letters	3 years	
F. Accounts payable/detail listing/check register (copies)	3 years	
G. General ledger, trial balance	7 years	
H. Journal entries, resolutions, general receipts, treasurer's cash	3 years	
I. Budget, vendor listing, general receipts combined, payables	3 years	

J. Bank reconciliations	7 years	
K. Outstanding checks	7 years	
L. Check register	7 years	
M. Deposit tickets	1 year after audit	
N. Bank credit/debit notices	1 year after audit	
O. Cash drawer reconciliations	1 year after audit	
P. Tax receipts	15 years	59.715(16) Stats.
Q. All other receipts of county treasurer	7 years	59.715(17) Stats.
R. Certified special assessment roll	After assessment collected or 7 years, whichever is longer	
S. Statement of new special assessments	5 years	
T. Special assessment payment register	Until all assessments collected or 7 years, whichever is longer	

Veterans Service Office

A. Regulations	Permanent or until superceded
B. Personnel records of veterans	Permanent
C. Job applications	6 years

D. News releases	6 years
E. Inactive death files	Microfilm after 6 years
F. Veteran's relief records	10 years
G. Wisconsin Department of Veterans' Affairs bulletins	Permanent

Section 4 - Historical Society notification. Prior to the destruction of any public record described in this chapter, at least sixty days notice in writing shall be given to the State Historical Society of Wisconsin. This chapter shall not be construed to authorize the destruction of any public record after a period less than prescribed by statute or state or federal administrative regulation.

Section 5 - Destruction after request for inspection. No requested record may be destroyed until after the request is granted or 60 days after the request is denied. If an action is commenced under Section 19.37 Stats., the requested record may not be destroyed until a court order is issued and all appeals have been completed. See Section 19.35(5), Stats.

Section 6 - Destruction pending litigation. No record subject to pending litigation shall be destroyed until the litigation has been resolved.

Section 7 – Optical Disk, Electronic Format and Microfilming of County Records. County departments may keep and preserve public records through the use of Optical Disk, Electronic Format or microfilm providing that the storage of data meets the applicable standards established in S. 16.61(7) Wis. Stats. Departments should consider factors such as the retention period and estimated cost of the producing the electronic data. After verification by counties, paper records can be destroyed if these records are to be preserved on an Optical Disk, Electronic Storage or Microfilming. For electronic storage of records not identified as permanent, the above records retention period applies.

1.36 WORTHLESS PAYMENTS issued to a county; Underpayments and Overpayments.

- (1) Wis. Stat. 59.54(24) and Wis Stat. 20.905(3), are hereby incorporated by reference, authorizing Jackson County to:
 - (a) Impose on and collect \$30 from any person who issues a worthless payment to a county office or agency;
 - (b) Permit a county office or agency to retain overpayments or underpayments of \$2 or less of fees, licenses and similar charges, unless such refund is specifically requested in writing.

1.40 ADOPT COMPREHENSIVE PLAN

Section 1. Pursuant to section [59.69(2) and (3)(for counties)/62.23(2) and (3)(for cities, villages, and towns exercising Village powers under 60.22(3))] of the Wisconsin Statutes, Jackson County, is authorized to prepare and adopt a comprehensive plan as defined in section 66.1001(1)(a) and 66.1001(2) of the Wisconsin Statutes.

Section 2. The Board of Supervisors for Jackson County, Wisconsin, has adopted written procedures designed to foster public participation in every stage of the preparation of a comprehensive plan as required by section 66.1001(4)(a) of the Wisconsin Statutes.

Section 3. The Zoning and Land Information Committee of Jackson County, by a majority vote of the entire committee recorded in its official minutes, has adopted a resolution recommending to the Board of Supervisors the adoption of the document entitled "Jackson County, Wisconsin, Comprehensive Plan 2008-2030," containing all of the elements specified in section 66.1001(2) of the Wisconsin Statutes.

Section 4. The County has held at least one public hearing on the draft comprehensive plan, in compliance with the requirements of section 66.1001(4)(d) of the Wisconsin Statutes.

Section 5. The Board of Supervisors for Jackson County, Wisconsin, does, by enactment of this ordinance, formally adopt the document entitled, "Jackson County, Wisconsin, Comprehensive Plan 2008-2030," pursuant to section 66.1001(4)(c) of the Wisconsin Statutes.

Section 6. This ordinance shall take effect upon passage by a majority vote of the members-elect of the Board and [publication/posting] as required by law.