

**August 2011 Ordinances**

**ORDINANCE NO. 534  
AN ORDINANCE AMENDING CHAPTER 2, ARTICLE VI OF THE WAUSHARA  
COUNTY CODE RELATING TO RETENTION OF RECORDS**

WHEREAS, the Waushara County Board of Supervisors previously adopted Ordinance 364 on January 14, 2003 relating to the retention of records and amended by Ordinance 390 on January 13, 2004, Ordinance 462 on September 12, 2006, Ordinance 494 on May 13, 2008 and Ordinance 525 on July 13, 2010, which are codified in Chapter 2, Article VI of the Waushara County Code, and

WHEREAS, a review of the Ordinance has resulted in a finding of areas that should be modified or eliminated relating to the maintenance of certain records.

NOW, THEREFORE, it is hereby ordained that Waushara County Code Chapter 2, Article VI is amended as follows:

**§ 2-313. E-mail retention.**

E-mail must also be considered as a record. ~~If e-mail falls into a specific category, the retention schedule in this article would apply.~~ **Due to storage and backup costs, e-mail will be automatically stored for a period of one year, after which it will be destroyed as part of the normal maintenance and clean-up of the system.**

**§2-315(c) Child support**

RECORD	RETENTION	AUTHORITY	NOTIFICATION
Expenditure reports and supporting documentation	-4 <u>3</u> years from close of fiscal year	CFR Chap. 45	Waived
Statistical reports and supporting documentation	-4 <u>3</u> years from close of fiscal year	CFR Chap. 45	Waived
Client/case records including client/attorney info	Until youngest child reaches <del>24</del> <u>19</u> , or 6 years whichever is greater		Waived
Records of required client	3 years	CFR Chap. 45	Waived

notification			
Unestablished paternity records	Until the child reaches age 19		Waived
Closed IV-D cases	<del>3 federal fiscal years (FFYs) after the one in which you closed the case. An FFY runs from October 1 of one year to September 30 of the following year. If any legal action was taken by the IV-D agency, record of the closed IV-D case on file must be kept for six years after the date of closing.</del> <b><u>Until the youngest child reaches age 19, or 6 years after closing, whichever is greater.</u></b>		Waived

Consistent with these requirements, KIDS will keep closed cases “on-line” (immediately accessible) for 2 years after the year the case was closed. KIDS will archive cases (store them in the system so that they can be retrieved overnight) for additional 6 years. Clerk of courts are required to maintain court records for ~~50~~ **30** years after the date of judgment **or 7 years after final payment.** ~~This requirement applies to any child support records maintained by a clerk of court under a cooperative agreement with a child support agency, including payment records 59.39.~~

Ordinance No. 534

Ayes \_\_\_\_\_ Nays \_\_\_\_\_ Absent \_\_\_\_\_ Abstain \_\_\_\_\_ [ X ] Voice Vote

Approved and adopted this 16th day of September, 2011

Approved:  
/s/ Ruth Zouski  
Ruth Zouski  
Corporation Counsel

Submitted by:  
/s/ Norman Weiss  
Norman Weiss, Chair  
Executive Committee

Attest:  
/s/ Melanie R. Stake  
Melanie R. Stake  
County Clerk

Signed:  
/s/ Norman Weiss  
Norman Weiss, Chair  
Board of Supervisors