

Chapter 2.0

PUBLIC RECORDS

(1) Display of Procedural Information

As required by Wisconsin Statute, each designated legal custodian of public records retained by Langlade County government shall prominently display a notice for the guidance of the public, containing a description of its organization and the established times and places at which, 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.

(2) Responding to Requests for Public Records

The designated legal custodian may require that oral (verbal) requests for public records in their custody be submitted in writing. In responding to the request for public records, the legal custodian shall follow any applicable State and Federal statutes and County policies. The legal custodian may seek the assistance of the County Corporation Counsel in responding to any request for public records.

(3) Records Retention

(a) Custodians of records shall retain county records as an original or reproducible record pursuant to the Langlade County Records Retention Schedule and in conformity with State and Federal law.

(b) The Records Retention Schedule may be revised by the Legislative Committee.

(c) Any existing record that is the subject of a public record request may not be destroyed until after the request is granted or until at least 60 days after the date that the request is denied or, if the requester is a committed or incarcerated person, until at least 90 days after the date that the request is denied. If an authority receives written notice that an enforcement action relating to a record has been commenced under Wisconsin Statute Section 19.37, the record may not be destroyed until after the order of the court in relation to such record is issued and the deadline for appealing that order has passed, or, if appealed, until after the order of the court hearing the appeal is issued. If the court orders the production of any record and the order is not appealed, the record may not be destroyed until after the request for inspection or copying is granted.

(4) Destruction of Obsolete County Records.

(a) Any public record that has been retained beyond the time set forth in the "Langlade County Records Retention Schedule" is deemed obsolete and may be destroyed by the custodian of the record or his or her designee. Obsolete county records may be destroyed by any method approved by the Public Property Committee in consultation with the record custodian.

(b) Any county record not covered by the County Records Retention Schedule shall be retained for seven (7) years.

(c) Prior to the destruction of any records of historical value, notice shall be provided to the State Historical Society, which may preserve any records it determines to be of historical interest.

ADOPTED: DEC. 19, 2006 ORD. #10-2006