

**TOWN**  
Of  
**ST. CROIX FALLS**

Polk County, Wisconsin

**Resolution 19-49**

**A RESOLUTION APPROVING THE DESTRUCTION OF CERTAIN PUBLIC  
TOWN RECORDS FOR THE TOWN OF ST. CROIX FALLS**

WHEREAS per Wis. Stat. 60.83 and Wis. Stat. 19.21 (4) the Town of St. Croix Falls, Polk County, Wisconsin, has adopted an ordinance addressing the management and destruction of public records on May 15, 2019; and

WHEREAS the Town Board being the legal custodian of the Town of St. Croix Falls public records has determined certain records have met the terms of the retention period and can be destroyed.

THEREFORE BE IT RESOLVED that the Town Board of the Town of St. Croix Falls, Polk County, Wisconsin, authorizes the destruction of the following public records:

- Notices from 1986 thru December 31, 2012
- Phone Logs, Emails, Faxes from 2005 thru December 31, 2012
- Payroll Files consisting of Quarterly 941 Forms, W2s, W3s, W4s, WT6s, 1099 & 1096 Forms, Payroll Sheets, Time Sheets and Drug Testing Notifications from 1977 thru December 31, 2004
- Insurance Policies from 1994 thru December 31, 2012
- Bank Statements from 1960 thru December 31, 2012
- Cancelled Checks from 1994 thru December 31, 2012
- Check Registers from 1996 thru December 31, 2012
- Bank Reconciliations from 1996 thru December 31, 2012
- Disbursements (Expense Vouchers) from 1988 thru December 31, 2012
- Receipt Vouchers from 1988 thru December 31, 2012
- Charitable Fund Drive Receipts from 1970 thru 1995
- Real Estate and Personal Property Tax Receipts from 2004 thru December 31, 2012
- Dog License Applications & Permits from 2004 thru December 31, 2012
- Invoices from 2004 thru December 31, 2012
- Burn Permits from 2005 thru December 31, 2012

BE IT FURTHER RESOLVED that the Wisconsin State Historical Society has waived the notification requirement set forth in S. 19.21 (4), Wis. Stats.; and

BE IT FURTHER RESOLVED that the clerk is authorized to destroy these documents after December 31, 2019.

Dated this 18<sup>th</sup> day of December 2019

\_\_\_\_\_  
/s/ Frank Behning, Chairperson

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Attest: /s/ Janet Krueger, Town Clerk

Approved by:

\_x\_ Roll Call Vote:  
\_4\_ Yeas; 0 \_\_\_ Nays; \_1\_ Absent