

ORDINANCE NO. 532

An Ordinance to Create Subsection 1.15 (9) of Chapter One of the General Ordinances of the Village of River Hills Relating To Records Retention Schedule

The Village Board of the Village of River Hills, Milwaukee County, do ordain as follows:

Section I. Subsection 1.15 (9) of Chapter 1 of the General Ordinances of the Village of River Hills is hereby created to read as follows:

‘(9) Retention of Public Records.

- (a) *General Records Schedule Adopted.* The Village of River Hills hereby adopts, by reference, the Wisconsin Municipal Records Schedule with the addition of the “Risk Management & Related Records” (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 Schedules will be kept on file in the Village Clerk’s office located at 7650 N. Pheasant Lane, River Hills, WI and made available for public viewing during 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.
- (c) *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portions thereof, and resolutions or portions thereof, in conflict with any portion of the Records Schedule are hereby repealed.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.

Section II. If any subsection, section or portions of this article or the sections of this ordinance as enacted hereunder is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portions shall be deemed a separate, distinct and independent provision and such holdings shall not affect the validity of the remaining portions hereof.

Section III. This ordinance shall be in full force and effect after its passage and publication as provided by law.

PASSED AND ADOPTED by the Village Board of the Village of River Hills this 6th day of March, 2019.

Countersigned:

J. Stephen Anderson
Village President

Tammy LaBorde
Village Clerk