

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portions thereof, and resolutions or portions thereof, in conflict with any portion of the Records Schedule are hereby repealed.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 15th day of May, 2019.

Countersigned:


Tammy LaBorde
Village Clerk


J. Stephen Anderson
Village President

Notification of General Records Schedule Adoption

Schedule Title: General Records Schedule - Wis. Municipal Date: March 6, 2019

Instructions:

Complete and send the original and 2 copies to: State Archivist, Wisconsin Historical Society (WHS), 816 State St., Madison, WI 53706.

- Do not opt out of a record series because your agency does not create or use these types of records. Signing the form does not obligate an agency to create records. It only requires that records be retained in accordance with the retention time periods and dispositions if such records exist. See the Introduction to General Records Schedules for more information.
- Attach a brief narrative explaining your rationale for opting out of each record series. When a separate schedule is prepared, identify that the record series is in lieu of the general schedule and cross reference the specific series.


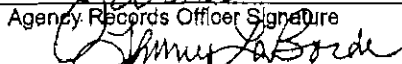
NOTE: Destruction or transfer of records is not permitted until this form is signed by the WHS and the Public Records Board.

Wisconsin Government Agency: Village of River Hills
 Address: 7650 N. Pleasant Ln. River Hills, WI 53217

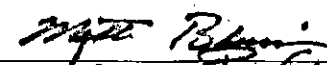
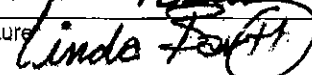
This is to notify the Wisconsin Historical Society and the Public Records Board that the agency named above has reviewed the general records schedule and taken the following action (check appropriate box):

- Opt In: We adopt the entire schedule. (Available for University of Wisconsin [UW] System and Local Units of Government)
- Opt In With Revisions: We opt (out of), (in to), (circle one) the following record series. (Available for UW System and Local Units of Government) List the specific retention schedule numbers and titles:

- Opt Out: We opt out of the general records schedule (in whole), (in part), (circle one). (Available for State Agencies) **(All applicable records disposition must cease until separate retention schedules are developed and approved by the Public Records Board.)** List the specific retention schedule numbers and titles:

Agency Head/Deputy Signature 	Date Signed <u>3/6/19</u>
Agency Records Officer Signature 	Date Signed <u>3/6/19</u>

The Public Records Board and Wisconsin Historical Society acknowledge your Notification of Adoption. You are hereby authorized to retain, transfer, and dispose of records as indicated on the schedule.

State Archivist Signature 	Date Signed <u>4/5/19</u>
PRB Executive Secretary Signature 	Date Signed <u>4/15/19</u>