

## Ord. 03-19

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**ORDINANCE REPEALING AND RECREATING SECTION 2.10(G)(1), (2) & (3) OF THE TOWN OF LISBON MUNICIPAL CODE, RELATING TO ADOPTING THE WISCONSIN MUNICIPAL RECORDS SCHEDULE FOR THE TOWN OF LISBON, WAUKESHA COUNTY, WISCONSIN**

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**The Town Board of the Town of Lisbon, Waukesha County, Wisconsin, does ordain as follows:**

**SECTION 1:** Section 2.10(g)(1), (2) & (3) of the Town of Lisbon Code are hereby repealed and created as follows:

**SECTION 2.10(g) – Retention of Public Records**

- (a) **General Records Schedule Adopted.** The Town of Lisbon hereby adopts, by reference, the Wisconsin Municipal Records Schedule (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 Schedule will be kept on file in the Town Clerk's office located at W234N8676 Woodside Road and made available for public viewing during regular office hours, Monday through Friday, 8:30am to 4:30pm.
- (b) **Other Records.** In the event the Town of Lisbon creates a record not contemplated by the Records Schedule, the Town 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portions thereof, and resolutions, or portions thereof, in conflict with any portion of the Records Schedule are hereby repealed.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 Town retention schedule, or portion thereof, for any record not contemplated by the Records Schedule shall remain in full force and effect.

**SECTION 2:** All ordinances or parts of ordinances conflicting with or contravening the provisions of this ordinance are hereby repealed.

**SECTION 3:** This ordinance shall take effect upon passage and posting as provided by law.

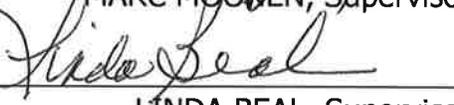
**PASSED AND ADOPTED** by the Town Board of the Town of Lisbon, Waukesha County, Wisconsin this 11<sup>th</sup> day of February, 2019.

TOWN BOARD, TOWN OF LISBON  
WAUKESHA COUNTY, WISCONSIN

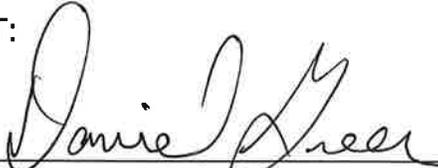
BY:   
JOSEPH OSTERMAN, Chairman

BY:   
TEDIA CAMIÑO, Supervisor

BY:   
MARC MOONEN, Supervisor

BY:   
LINDA BEAL, Supervisor

BY:   
REBECCA PLOTECHER, Supervisor

ATTEST:  
BY:   
Dan Green, WCMC  
Town Clerk

