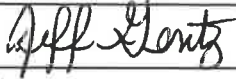


KENOSHA COUNTY

BOARD OF SUPERVISORS

ORDINANCE NO. **19**

Subject: Repeal and Recreation of MCKC Chapter 3.6451 – RETENTION OF RECORDS – JOINT SERVICES BOARD	
Original <input checked="" type="checkbox"/> Corrected <input type="checkbox"/> 2nd Correction <input type="checkbox"/> Resubmitted <input type="checkbox"/>	
Date Submitted: 10/7/20	Date Resubmitted:
Submitted By: Supervisor Jeffrey Gentz	
Fiscal Note Attached <input type="checkbox"/>	Legal Note Attached <input type="checkbox"/>
Prepared By: Matthew Perz, Asst. Corp. Counsel	Signature: 

THE KENOSHA COUNTY BOARD OF SUPERVISORS DOES HEREBY ORDAIN that the Municipal Code of Kenosha County Chapter 3.6451, RETENTION OF RECORDS – JOINT SERVICES BOARD, is hereby repealed and recreated as follows:

3.6451 RETENTION OF RECORDS – JOINT SERVICES BOARD

The following schedule of records and retention periods approved by the Wisconsin Department of Administration Public Records Board on June 29, 2020, shall apply at the Kenosha County Joint Services Board:

**KENOSHA CITY/COUNTY JOINT SERVICES
Records Retention Schedule**

RDA #	Record Series Title	Record Series Description	Retention Period	Event Initiating Start of Retention Period
1	Accounts Payable and Supporting Documents	This record series includes accounts payable information and supporting documentation such as transactions, check reconciliation, check register, purchase orders, requisitions, invoices, copies of checks, and journal entries.	7 Years	Fiscal
2	Accounts Receivable and Supporting Documents	This record series includes records that pertain to accounts receivable as well as supporting documentation such as the invoice register, journal entries, account distribution listing, invoices, fleet vehicle maintenance records (for billing), fuel print outs (for billing), receipts, and related reports.	3 Years	Fiscal
3	Annual Budget	Kenosha Joint Services Board approved budget and supporting documents. This records series includes documents used to	6 Years	Fiscal

		prepare the budget, obtain approval, and the final approved budget report.		
4	Annual Report	This record series includes the annual report to the Kenosha Joint Services Board.	7 Years	Creation
5	Attendance Records	This record series includes any documents that detail history of attendance or leave and supporting documentation such as time off requests, leave charts, timecards, trade sheets, and yearly attendance records.	7 Years	Fiscal
6	Audio Recordings (Dispatch Recordings & Administrative Phones)	This record series includes recordings made in the 9-1-1 Communications Center and on administrative phones in the Kenosha County Public Safety Building and Kenosha County Detention Center. These records include recordings of radio transmissions, 911 emergency phone calls, and non-emergency phone calls. Note: Recordings do not include phones used by inmates.	121 Days	Creation
7	Audio Recordings (Meetings)	This record series includes audio recordings of Kenosha Joint Services Board meetings. These recordings are used to produce board meeting minutes.	90 Days	Date the Minutes are Approved
8	Audit Reports	This record series include records that evaluate the financial holdings of Kenosha Joint Services. This series includes audits and financial statements created by an independent accountant's review.	7 Years	Creation
9	Bank Statements/ Reconciliation	This record series includes documentation of transactions from institutions holding Kenosha Joint Services funds.	7 Years	Creation
10	Board Agenda and Minutes	This record series includes Kenosha Joint Services Board agenda's, agenda packets, and meeting minutes.	7 Years	Creation
11	Bond Receipts and Related Documents	This record series includes receipts or documents accepting bond payment. These records include bond receipts, bond signature sheets (bond information notice), charge card request logs, and Trust Fund Account documentation.	8 Years	Creation
12	Booking Photograph and Photograph Record	This record series pertains to booking photograph records taken by Kenosha Joint Services staff.	Permanent	

13	Contracts	This record series includes any contract or agreements to which Kenosha Joint Services is a party.	7 Years	Last Effective Date Thereof
14	Continuity of Operations Plan/Continuity of Government Plan	This record series includes agency plans and documentation for the Continuity of Operations Plan (COOP)/Continuity of Government Plan (COG).	Superseded	Superseded by Revised Plan
15	Deferred Compensation Records	This record series includes reports generated from deferred compensation retirement plans showing employee contributions.	8 Years	End of Service
16	Employee Bloodborne Pathogen Records	This record series includes documents pertaining to an employee's unsafe exposure to bloodborne pathogens.	30 Years	Termination of Employment
17	Employee Retirement Records	This record series includes documentation of an employee's retirement and records related to submitting information to the Wisconsin Retirement System (WRS). This includes records such as WRS Employee Transaction Reports.	8 Years	End of Service
18	Employee Wage & Tax Statements & Other Tax Records	This record series is for records pertaining to employee's wages and tax information such as withholding allowances, W2's, and other tax forms.	7 Years	Fiscal
19	False Alarms and Supporting Documents	This record series pertains to records created for the purpose of billing for false alarms such as false alarm invoices, false alarm reports, and yearly reports.	3 Years	Creation
20	Fingerprint Cards	This record series pertains to fingerprint cards created using ink.	Permanent	
21	Fixed Assets	This record series pertains to documentation of Kenosha Joint Services assets.	1 Year	Disposition of Asset
22	General Ledger	This record series pertains to documentation of financial activity of Kenosha Joint Services such as the general ledger, daily journal entries, income statements, ledger sheets, trust account ledger.	7 Years	Fiscal
23	Imaging Logs	This record series pertains to documentation of paper law enforcement records which were sent out for electronic scanning. These logs contain information on dates and amount of records that were scanned.	7 Years	Creation

24	Incident Records	This record series pertains to records created within the 9-1-1 Communications Department that document information regarding incidents that have been reported to the department via emergency phone call, non-emergency phone call, or radio. This series includes, but is not limited to, records such as 9-1-1 Daily Call Reports, 9-1-1 Error Reports, Computer Aided Dispatch System online printouts, handwritten logs, and tow lists.	10 Years	Creation
25	Insurance Records	This record series pertains to insurance records and includes, but are not limited to, insurance policies and life insurance census reports.	7 Years	Last Effective Date Thereof
26	Invitations to Bid/Requests for Proposals	This record series includes documentation for bid or request for proposal specifications and proposals from vendors.	7 Years	Completion of Work
27	Material Safety Data Sheets (MSDS)	This record series includes MSDS records regarding toxic substance information.	30 Years	Date Substance Received
28	Motor Vehicle Maintenance Records	This record series includes records that document the service and repair of motor vehicles owned by Kenosha Joint Services.	1 Year	Disposal of Vehicle
29	Memorandum of Understanding (MOU)	This record series includes formal agreements between Kenosha Joint Services and other governmental units.	7 Years	Ending Date of MOU
30	Open Records Requests	This record series includes records relating to requests for open records.	3 Years	Response Provided
31	Parts Inventory and Related Documents	This record series includes documents that track inventory such as the Parts Inventory – Year to Date reports and the Parts Inventory Listing maintained by Fleet Maintenance.	4 Years	Fiscal
32	Payroll and Supporting Documents	This record series documents gross pay, net pay, and deductions for Kenosha Joint Services employees. This series includes records such as payroll reports, overtime reports and charts, and other supporting documents.	7 Years	Fiscal
33	Personnel File	This record series includes documents that record personnel actions during the employment of all employees such as, but not limited to, performance evaluations, disciplinary actions, training records, FMLA documentation, and other medical records.	7 Years	Separation of Employment

34	Personnel Recruitment and Selection	This record series includes documentation of hiring processes and includes records such as, but not limited to, notices, vacancy packets, applications, background results, and tests/results.	1 Year	Date of Personnel Action
35	Policy & Procedures	This record series includes all policy and procedures for Kenosha Joint Services. It includes policy and procedures that are entity wide or specific to individual departments within Kenosha Joint Services.	7 Years	Superseded or Obsolete
36	Supply Orders and Supporting Documents	This record series includes supply orders and departmental requests for supply items from inventory.	0 Days	Order Filled, Invoiced, and Paid
37	Union Contracts, Grievance, Mediation, & Arbitration Records	This record series includes all Labor Agreements between Labor Union and Kenosha Joint Services.	Permanent	
38	Visitor Logs	This record series includes logs of authenticated, escorted visitors into secure areas as required by FBI Criminal Justice Information Systems (CJIS) Security Policy or other applicable standards.	3 Years	Date of Visit or Access Removed
39	Workers Compensation Claims	This record series includes documents pertaining to workers compensation claims.	12 Years	Later of Injury, Claim, or Closure

Respectfully Submitted,

Jeffrey Gentz

Approved by:

Judiciary & Law Committee

Aye Nay Abstain Excused

Boyd Frederick
Boyd Frederick, Chair

David Celebre
David Celebre, Vice-Chair

Laura Belsky
Laura Belsky

Jerry Gulley
Jerry Gulley

Mark Nordigan
Mark Nordigan

Sharon Pomaville
Sharon Pomaville

Jeff Wamboldt
Jeff Wamboldt