

POLICY

Title of Policy	Records Management Policy
Author (position)	Director
Approved By:	Commission
Adoption Date:	MAY 11, 2021
Review/Revision Date:	

1.0 PURPOSE:

- 1.1 The purpose of this policy is to maintain an organization-wide Records Management Program to manage the creation, use, storage, protection, transfer, and disposition of the record of the Rib Mountain Metropolitan Sewerage District (RMMSD) and to ensure compliance with all federal, state, and local laws governing public records, including without limitation Part V of Metro’s Sewer Use Ordinance, as well as applicable guidance promulgated by the Wisconsin Public Records Board and the Wisconsin Historical Society.

2.0 SCOPE

- 2.1 This policy applies to Rib Mountain Metro Sewerage District (RMMSD)

3.0 PROGRAM AUTHORITY

- 3.1 The Director is responsible for policy development and revision.
- 3.2 The Director is responsible for the administration and enforcement of the policy.

4.0 POLICY

- 4.1 RMMSD records will be maintained as required by law.
- 4.2 Destruction of records according to the Retention Schedule, as reflected on Exhibit A, will occur annually.
- 4.3 An audit of RMMSD records will be conducted every two years by Admin. Clerk/Secretary

5.0 DEFINITIONS:

- 5.1 Record- Any material on which written, drawn, printed, spoken, visual or electromagnetic information or electronically generated or stored data is recorded or preserved, regardless of physical form or characteristics, that has been created or is being kept by Rib Mountain Metro. Sewerage District.
“Record” includes, but not limited to, handwritten, typed or printed pages, maps, charts, photographs, films, recordings, tapes, optical discs, and any other medium on which electronically generated or stored data is recorded or preserved. “Record” does not include drafts, notes, preliminary computations and like materials prepared for the originator’s personal use or prepared by the originator in the name of a person for whom the originator is working; materials that are purely the personal property of the custodian and have no relation to his or her office, materials to which access is limited by copyright, patent or bequest; and published materials in the possession of an authority other than a public library that are available for sale, or that are available for inspection at a public library pursuant to Wis. Stats. 19.32(2)
- 5.2 Record Series –Records that are arranged under a manual or automated filing system, or kept together as a unit, because they relate to particular subject, result from the same activity, or have a particular form.
- 5.3 Records Audit – A review of records identified in the Retention Schedule.
- 5.4 Retention Schedule – Instructions as to the length of time, the location and the Form in which record series are kept and the method of filing record series.

6.0 PROCEDURE:

- 6.1 The Retention Schedule defines the libraries, categories and descriptions, RMMSD retention periods, legal retention periods, and legal reference citations For records.
- 6.2 RMMSD adopts the following General Records Schedules as approved by the Wisconsin Records Board and Wisconsin Historical Society on July 23, 2019:
- 6.2.1 Administrative and Related Records General Records Schedule
 - 6.2.2 Facilities Management and Related Records General Records Schedule
 - 6.2.3 Fiscal and Accounting and Related Records General Records Schedule
 - 6.2.4 Human Resources and Related Records General Records Schedule
 - 6.2.5 Payroll and Related Records General Records Schedule
 - 6.2.6 Risk Management and Related Records General Records Schedule
 - 6.2.7 Wisconsin Municipal and Related Records General Records Schedule

6.3 The RMMSD will destroy or transfer records after the retention period as stated in the Retention Schedule has elapsed. No record may be destroyed at any time after the receipt of a request for inspection or copying of the record under Wis. Stats. 19.35(1)(a)-(f) until after the request is granted or until at least ninety (90) days after the date that the request is denied. If RMMSD received written notice that an action related to a record has been commenced under Wis. Stats. 19.37, the record may not be destroyed until after the deadline for appealing that order has passed, or, if appealed, until after the request for inspection or copying is granted.

6.4 Record requested will be processed pursuant to Wis. Stat. 19.35

7.0 POLICY VIOLATION

7.1 Refer to Rib Mountain Metro Sewerage Districts' Employee Manual.