

Ordinance 030121-01

An Ordinance Creating Section 2-496 of the Village of Fontana on Geneva Lake Municipal Code relating to the Destruction and Preservation of Public Records

The Village Board of the Village of Fontana-on-Geneva Lake, Walworth County, Wisconsin, do ordain as follows:

WHEREAS, The Village Board of the Village of Fontana on Geneva Lake has the specific authority under Section 19.21(4) Wis. Stats., to adopt an ordinance to address the management and destruction of public records in the possession of the Village of Fontana; and

WHEREAS, The Wisconsin Municipal Records Schedule (hereafter “Records Schedule”), approved by the Wisconsin Public Records Board on August 27, 2018, is a legally compliant comprehensive and flexible records retention and disposition schedule tailored to Wisconsin municipalities that can be adopted in its entirety by municipalities to be used for their records management; and

WHEREAS, the Village Board desires to adopt the Records Schedule in its entirety for the purposes of simplicity, consistency and ease of application in the retention and disposition of its records, and as a means of providing assurance of accountability to the public.

NOW THEREFORE, The Village Board of the Village of Fontana on Geneva Lake, does ordain as follows:

SECTION 1.

Section 2-496., Destruction and Preservation of Public Records:

Sec. 2-496. – Destruction and Preservation of Public Records:

1. Retention schedules.

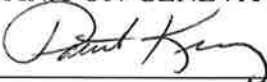
- a. *General Records Schedule Adopted.* The Village hereby adopts, by reference, the Wisconsin Municipal Records Schedule (hereafter, “Records Schedule”), pertaining to the retention and destruction of public records, and approved by the State of Wisconsin Public Records Board on August 27, 2018 and all future amendments thereto. A copy of the Records Schedule will be kept on file in the Village Clerk’s office located in the Fontana Village Hall at 175 Valley View Drive, Fontana, WI 53125 and made available for public viewing during Village Hall business hours.
- b. *Other Records.* In the event the Village possesses or creates a record not contemplated by the Records Schedule, the Village shall comply with the applicable law pertaining to the retention and destruction of said record.

SECTION 2.

This Ordinance shall be in full force and effect upon its passage, approval and publication as required by law.

PASSED AND ADOPTED by the Village Board of the Village of Fontana-on-Lake Geneva, Walworth County, Wisconsin, this 1st day of March, 2021.

VILLAGE BOARD OF THE VILLAGE OF
FONTANA-ON-GENEVA LAKE

By: 
Patrick Kenny, Village President

Attest: 
Theresa Loomer, Village Clerk