



# **CITY CLERK'S OFFICE**

400 La Crosse Street  
La Crosse, Wisconsin 54601  
(608) 789-7510  
cityclerk@cityoflacrosse.org  
www.cityoflacrosse.org

## **MEMORANDUM**

To: Council Members  
From: Nikki Elsen, City Clerk  
Date: June 1, 2021

The purpose of this ordinance is to update the City's record retention and destruction ordinance and to adopt the Wisconsin Municipal Record Schedules (WMRS) and other General Record Schedules (GRS) approved by the Wisconsin Public Records Board.

The current City ordinance is vague and outdated. The State record schedules identify many more record types along with providing very clear retention dates and state notification requirements. These records schedules are a mechanism for consistent retention and disposition of similar types of records across all government units and provide assurance of accountability to the public. They contain guidelines for complying with legal, fiscal, and archival requirements for records retention and facilitate cost-effective management of records commonly found in all government units.

In order to adopt the State record schedules, local governments are required to obtain permission from the Records Board to use the schedules. We obtained that permission in 2019. The second step is to have a municipal ordinance adopted.

Our goal is to create a record retention manual and, with the assistance of the senior archivist at the La Crosse Public Library, train staff on records management and records retention.

Please contact me with questions.

Nikki M. Elsen, WCMC  
City Clerk  
[elsenn@cityoflacrosse.org](mailto:elsenn@cityoflacrosse.org)  
789-7555