

Clark County, Wisconsin
Title: Record Destruction

Title: Record Destruction	Effective Date: October 1, 2019
	Adoption/Revision Date: October 1, 2019
Custodian: County Attorney	Approving Body: Public Property Committee

1. Authority

- a. Wis. Stat. 16, 19, 59.02, 59.03, 59.51, 59.52, and 757.54; 45 CFR 164
- b. Record Retention Policy

2. References

- a. Adopting Resolution/Ordinance/Motion: Public Property Committee meeting minutes - August 20, 2019
- b. Other Resolution/Ordinance/Motion: Ordinance 217-9-17 and 170-4-01; Clark County Record Retention Policy; Clark County General IT Policy

3. Purpose

- a. To establish a process for the destruction of county records in a secure manner.

4. Scope

- a. This policy applies to all records that are created and/or maintained by Clark County and its personnel and departments within the Clark County Courthouse.

5. Policy Overview

- a. This policy defines the process that shall be utilized by record custodians and employees to destroy records including the destruction of paper records via shredding.

6. Definitions

- a. The terms below shall have the following meanings:
 - i. Record means any material on which written, drawn, printed, spoken, visual or electromagnetic information is recorded or preserved, regardless of physical form or characteristics, which has been created or is being kept by an authority. "Record" includes, but is not limited to, handwritten, typed or printed pages, maps, charts, photographs, films, recordings, tapes (including computer tapes), computer printouts and optical disks.
 - ii. Custodian means a legal custodian as defined in Wis. Stat. 19.33:
 - 1. An elected official is the legal custodian of his or her records and the records of his or her office or designee of such official.
 - 2. The county clerk or the clerk's designee shall act as legal custodian for the Board and for any committees, boards, or authorities created by ordinance or resolution of the Board.
 - 3. A department head or designee is the legal custodian of records created or maintained by such department.
 - iii. Shredding bin means secure bins/containers designated to collect records for shredding.

7. General

- a. Record custodians shall ensure all employees comply with this policy.
- b. Record custodians shall retain records in accordance with Clark County Record Retention Policy.
- c. Record custodians shall determine the proper means to destroy records depending on record type and content.
 - i. Records custodians shall comply with the General IT Policy for the destruction of software, hardware, and electronic media/items (i.e. CDs, DVDs, flash drives).
- d. Records custodians shall ensure the security and confidentiality of records.

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- e. Records that do not contain confidential, protected, and/or privileged information may be discarded in recycling bins.
- f. Paper records may be destroyed after converting the record to an electronic format unless the law provides otherwise.
- g. Shredding bins shall remain locked and secured unless authorized personnel from the Maintenance Department are: 1) preparing storage bins for pickup; or 2) retrieving a record inadvertently placed in a storage bin upon request of a record custodian.
 - i. Such authorized personnel from Maintenance Department shall not access, replicate, use, or disclose any information contained on records within shredding bins.

8. Paper Shredding

Note: This section applies to records that are destroyed via shredding. Unless the law provides otherwise, confidential, protected, and/or privileged paper records shall be shredded as set forth in this section.

- a. Employees shall store records for shredding in such a manner that restricts unauthorized access to such records.
- b. Employees shall transport records for shredding to shredding bins at least weekly. Employees shall ensure records are placed and secured in shredding bins that prohibits access, use, or disclosure of such records. Employees shall ensure the shredding bins are locked at the time of placement.
 - i. Maintenance Department shall place and maintain shredding bins in locations that are accessible to multiple departments and/or employees.
 - ii. Records that contain confidential, protected, and/or privileged information shall only be placed in shredding bins.
 - iii. If an employee requires a large volume of records to be shredded, contact the Maintenance Department for scheduling.
- c. Based on a schedule established by the county and vendor, the Maintenance Department shall transport and prepare shredding bins for pickup by vendor.
 - i. Authorized personnel from the Maintenance Department may only unlock shredding bins for the purposes set forth in this policy.
- d. Vendor shall pickup storage bins and shred/destroy records according to contract terms and conditions.
- e. Maintenance Department shall collect and maintain any certificates of destruction.

9. Attachments

- a. Not applicable.

Revision History		
Adoption/Revision Date	Overview of Adoption/Revision	Adoption/Revision Reference
August 20, 2019	New policy	Public Property Committee meeting minutes - August 20, 2019