



Deer-Grove EMS Commission

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RESOLUTION 2021-11-18 RECORDS RETENTION

WHEREAS, as part of the general operations for the Deer-Grove Emergency Medical Services District (DGEMS) reviews policies; and

WHEREAS, policy 7.1 Document and Records Retentions and the associated schedule had not been reviewed since creation on May 17, 2012; and

WHEREAS, legal review of this policy by DGEMS Attorney Daniel Barker discovered there was a lack of guidance from the State of Wisconsin as it pertains to intergovernmental EMS Districts and records management; and

WHEREAS, the Public Records Board has not created a general records schedule for intergovernmental EMS Districts; and **WHEREAS**, while there is no Wisconsin statute expressly permitting the destruction of records held by intergovernmental EMS Districts, Section 66.0301(2) Wis. Stats provides that a commission created by intergovernmental agreement is a single entity that represents, and may act on behalf of, the joint interests of the signatories to the agreement; and

WHEREAS, the Wisconsin statutes do expressly permit specified municipalities such as towns and villages to enact policies permitting destruction of records consistent with applicable law; and

WHEREAS, in order to effectively manage records, Legal Counsel has drafted a records policy for DGEMS to follow that is consistent with legal guidance provided by the Public Records Board to other municipal entities such as towns and villages; and

WHEREAS, DGEMS will present the policy to the constituent municipalities for approval; and

NOW, THEREFORE, BE IT RESOLVED, by the Deer-Grove EMS Commission, Village of Cottage Grove, Town of Cottage Grove, and Village of Deerfield approve the adoption of the attached policy and schedule.

Kristopher Hampton,
Chair Deer-Grove EMS Commission

Gregory Frutiger,
President, Village of Deerfield

John Williams
President, Village of Cottage Grove

Kristopher Hampton,
Chairman, Town of Cottage Grove