

**ORDINANCE NO. 2025-09**  
**VILLAGE OF CALEDONIA**

**AN ORDINANCE TO REPEAL AND REPLACE TITLE 3, CHAPTER 3, SECTION 7**  
**RELATED TO DESTRUCTION OF RECORDS**

The Village Board of the Village of Caledonia, Racine County, do ordain as follows:

1. That Section 3-3-7 of the code of ordinances for the Village of Caledonia “Destruction of Records” be, and hereby is, repealed and replaced to read as follows:


**“SEC. 3-3-7 RETENTION OF PUBLIC RECORDS**

- (a) General Records Schedule Adopted. The Village of Caledonia hereby adopts, by reference, the Wisconsin Municipal Records Schedule (hereinafter, “Records Schedule”), pertaining to the retention and destruction of public records, and approved by the State of Wisconsin Public Records Board (hereinafter, “Records Board”) on August 27, 2018. A copy of the Records Schedule will be kept on file in the Village Clerk’s office located at 5043 Chester Lane, Caledonia, WI 53402 and made available for public viewing during regular business hours.
- (b) Other Records. In the event the Village creates a record not contemplated by the Records Schedule, the Village may, subject to the Records Board’s prior approval, either adopt an applicable records retention schedule set forth by the Records Board, if available, or create its own retention schedule pertaining to the record.
- (c) Repeal. All ordinances, or portions thereof, and resolutions, or portions thereof, in conflict with any portion of the Records Schedule are hereby repealed. Any approved Village retention schedule, or portion thereof, for any record not contemplated by the Records Schedule shall remain in full force and effect.”

2. That this ordinance shall take effect upon adoption and publication as required by law.

Adopted by the Village Board of the Village of Caledonia, Racine County, Wisconsin, this 9 day of September, 2024.

**VILLAGE OF CALEDONIA**

By:   
Thomas Weatherston  
Village President

Attest:   
Jennifer Bass  
Village Clerk