

No. 170, S.]

[Published August 20, 1957.

## CHAPTER 547

AN ACT to repeal 15.64 (1), 20.005 (2) (a) (lines 349 to 353) and 20.430 (4); to renumber and amend 44.08; to amend 20.555 (42); and to create 15.041 (7), 15.16 (7) (d), 15.205, 15.655, 15.77 (13) to (15), 20.005 (2) (a) (lines 471a and 697m), 20.550 (36) and 20.680 (5) of the statutes, relating to records management, office space and other administrative processes and making appropriations.

*The people of the state of Wisconsin, represented in senate and assembly, do enact as follows:*

SECTION 1. 15.041 (7) of the statutes is created to read:

15.041 (7) To advise the several state agencies on all phases of records management.

SECTION 2. 15.16 (7) (d) of the statutes is created to read:

15.16 (7) (d) *Refund accounts.* The director of budget and accounts shall establish rules permitting state departments, authorized to do so by the governor, to issue checks to refund amounts not to exceed \$5 each. The director of budget and accounts may establish petty cash funds for such departments for the purpose of paying refunds.

SECTION 3. 15.205 of the statutes is created to read:

15.205 UNCOLLECTIBLE SHORTAGES. On or before March 1 of each odd year the attorney general shall notify the department of budget and accounts of the sums of money embezzled from the several state accounts during the prior 2 years indicating the amounts uncollected and uncollectible. The department of budget and accounts shall cause a bill to be prepared appropriating from the several state funds a sum sufficient to liquidate the uncollectible shortages in state accounts caused by such embezzlement, and submit such bill to the joint committee on finance for introduction.

SECTION 4. 15.64 (1) of the statutes is repealed.

SECTION 5. 15.655 of the statutes is created to read:

15.655 RECORDS MANAGEMENT SERVICE. The executive department is authorized to establish and maintain a records management service in the bureau of purchases:

(1) To advise state departments on the standards, procedures and techniques required for the efficient creation, use and destruction of state records.

(2) To establish and maintain intermediate records storage centers at such major installations as the director deems advisable.

(3) To advise the committee on Public records regarding the desirability of approving departmental requests to destroy records.

SECTION 6. 15.77 (13) to (15) of the statutes are created to read:

15.77 (13) To have the responsibility, subject to approval by the governor, for all functions relating to the acquisition, allocation and utilization of office space by the state except the construction of new state-owned buildings.

(14) To require of the several agencies of state government all information necessary for the planning and forecasting of the space needs of state government on a comprehensive long-range basis. To this end the bureau shall co-operate with the state building commission in order that the projected program of new construction will conform with the state's long-range building plans.

(15) To establish a policy of unifying the administrative district boundaries of the several state agencies where possible in order to facilitate the acquisition and maintenance of suitable district headquarters in the several parts of the state.

SECTION 6m. 20.005 (2) (a) (lines 349 to 353) of the statutes are repealed.

SECTION 7. 20.005 (2) (a) (lines 471a and 697m) of the statutes are created to read:

20.005 (2) (a)		1957-58	1958-59
471a. Uncollectible shortages 20.550 (36)	S	\$	\$
697m. Committee on Public records 20.680 (5)		\$21,500	\$21,500

SECTION 7m. 20.430 (4) of the statutes is repealed.

SECTION 8. 20.550 (36) of the statutes is created to read:

20.550 (36) UNCOLLECTIBLE SHORTAGES. There is appropriated to the several agencies of state government biennially, beginning July 1, 1957, from the respective state funds from which embezzlements occur, a sum sufficient to reimburse the several agencies for such amounts as are determined by the attorney general to be uncollectible as provided in s. 15.205.

SECTION 9. 20.555 (42) of the statutes is amended to read:

20.555 (42) Moneys paid into the state treasury in error; \* \* \* or in overpayment, such refunds to be made by voucher in accordance with procedure established by the director of budget and accounts.

SECTION 9m. 20.680 (5) of the statutes is created to read:

20.680 (5) COMMITTEE ON PUBLIC RECORDS, ADMINISTRATION. Annually, beginning July 1, 1957, \$21,500 for the execution of the functions of the committee on public records.

SECTION 10. 44.08 of the statutes is renumbered 15.65 and 15.65 (1) and (7) are amended to read:

15.65 (1) For the purpose of the permanent preservation of important state records and to provide an orderly method for the disposition of other state records, there shall be established under the \* \* \* executive department a permanent committee on Public records, to consist of the governor as chairman, the director of the \* \* \* state historical society, the attorney general, and the state auditor, or their designated representatives. This committee shall pass upon the requests of the state departments or other agencies for the reproduction by microfilm or other process or for the destruction or other disposition of such records, and shall have the power to order the destruction, reproduction, temporary or permanent retention, and disposition of the public records of any department or agency of the

state, and shall be specifically required to safeguard the legal, financial and historical interests of the state in such records.

(7) Said state historical society is hereby required \* \* \* *in co-operation with the staff of the committee on public records* as soon as practicable, adequately and conveniently to classify and arrange such state records or other official materials as may be transferred to its care, for permanent preservation under \* \* \* *this section* \* \* \* and to keep the same accessible to all persons interested, under such proper and reasonable regulations as may be found advisable. Copies therefrom shall, on application of any citizen of \* \* \* *this state* interested therein, be made and certified by the director of said historical society, or his authorized representative in charge, which certification shall have all the force and effect as if made by the official originally in charge of them.

SECTION 11. All records, personnel, assets, liabilities and equipment of the committee on public records on June 30, 1957, are transferred to the bureau of purchases.

SECTION 12. This act shall take effect on July 1, 1957.

Approved August 7, 1957.

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