

97.



# City of West Allis Matter Summary

7525 W. Greenfield Ave.  
West Allis, WI 53214

File Number	Title	Status
2007-0565	Communication	In Committee
	Health Commissioner Communication Requesting Approval for Destruction of Public Records at the Health Department	
	Introduced: 9/4/2007	Controlling Body: Advisory Committee

### COMMITTEE RECOMMENDATION

*Passed* **APPROVAL**

ACTION DATE:	MOVER	SECONDER		AYE	NO	PRESENT	EXCUSED
<u>SEP - 4 2007</u>		<input checked="" type="checkbox"/>	Barczak	<input checked="" type="checkbox"/>			
			Czaplewski				
			Dobrowski	<input checked="" type="checkbox"/>			
			Kopplin				
			Lajsic				
			Narlock				
			Reinke	<input checked="" type="checkbox"/>			
			Sengstock				
		<input checked="" type="checkbox"/>		Vitale	<input checked="" type="checkbox"/>		
			Weigel	<input checked="" type="checkbox"/>			
			TOTAL	<u>5</u>	<u>1</u>		

### SIGNATURE OF COMMITTEE MEMBER

*Quail Reinke*  
Chair

Vice-Chair

Member

### COMMON COUNCIL ACTION

*approval*

ACTION DATE:	MOVER	SECONDER		AYE	NO	PRESENT	EXCUSED
<u>9/4/07</u>		<input checked="" type="checkbox"/>	Barczak	<input checked="" type="checkbox"/>			
			Czaplewski	<input checked="" type="checkbox"/>			
			Dobrowski	<input checked="" type="checkbox"/>			
			Kopplin	<input checked="" type="checkbox"/>			
			Lajsic	<input checked="" type="checkbox"/>			
		<input checked="" type="checkbox"/>		Narlock	<input checked="" type="checkbox"/>		
				Reinke	<input checked="" type="checkbox"/>		
				Sengstock	<input checked="" type="checkbox"/>		
				Vitale	<input checked="" type="checkbox"/>		
			Weigel	<input checked="" type="checkbox"/>			
			TOTAL	<u>10</u>	<u>1</u>		



**HEALTH DEPARTMENT**

**Terry L. Brandenburg**  
*Health Commissioner*

414/302-8600  
414/302-8628 (Fax)

Health Department  
7120 West National Avenue  
West Allis, Wisconsin 53214

[www.ci.west-allis.wi.us](http://www.ci.west-allis.wi.us)

August 24, 2007

Mayor and Common Council  
City of West Allis

RE: Destruction of the City of West Allis Health Department Records

Dear Mayor and Council Members:

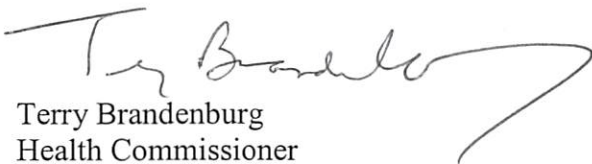
The Health Department intends to destroy obsolete medical records pursuant to the City of West Allis Revised Municipal Code Section 1.09 and Section 19.21 (4) of the Wisconsin Statutes:

WIC Records 5 years and older  
Health Reach Forms (1990-1993)  
Scoliosis Forms (1989-1996)

I understand that we are required to notify the Common Council as least sixty (60) days prior to destroying these records. If you have any questions about these materials, do not hesitate to contact me at 414-302-8637.

Thank you for your prompt review of this request.

Sincerely,

  
Terry Brandenburg  
Health Commissioner



CITY CLERK/TREASURER'S OFFICE  
414/302-8200 or 414/302-8207 (Fax)  
[www.ci.west-allis.wi.us](http://www.ci.west-allis.wi.us)  
Paul M. Ziehler  
*City Admin. Officer, Clerk/Treasurer*  
Monica Schultz  
*Assistant City Clerk*  
Rosemary West  
*Treasurer's Office Supervisor*

September 10, 2007

Terry Brandenburg  
Health Commissioner

Dear Mr. Brandenburg:

On September 4, 2007, the Common Council approved the following communication:

- Health Commissioner request for permission to destroy records in accordance with Section 1.09 of the Revised Municipal Code.

Thank you for your attention in this regard.

Sincerely,

Monica Schultz  
Assistant City Clerk

/amn