



Steven A. Braatz, Jr.
 City Clerk
 City Clerk's Office
 414.302.8220
 sbraatz@westalliswi.gov

December 18, 2018

Mayor and Common Council
 City of West Allis
 Wisconsin

Dear Members:

I hereby request permission to destroy various records in the Office of the City Clerk in accordance with the provisions of Section 1.09 of the Revised Municipal Code and pursuant to Section 19.21 of the Wisconsin Statutes.

These records consist of transmittal letters to Council and miscellaneous communications for the following:

FILES	<u>YEAR</u>
Claims – (Legistar file year)	2011
Reports of Municipal Judge (Legistar file year)	2015
Economic Interest Statements pursuant to sec. 3.7(d) of the RMC	varies
Board of Review file material	See below
<ul style="list-style-type: none"> ■ The Clerk shall record and retain for at least 3 years information obtained. ■ The Clerk shall preserve the SofEI for a period of six year from the date of receipt of such form, including microfilming except that: <ul style="list-style-type: none"> - 3 years after an individual ceases to be an official - 3 years after any election at which a candidate for public office was not elected unless the individual continues to hold another position for which he or she is required to file a statement or unless the individual otherwise requests. <p>3 years from the action of the Common Council upon nomination for public office at which the CC refused to consent to the appointment of the nominee,</p>	
Clerk's Office-Miscellaneous Receipts (keep only 7 years)	2011
Clerk's Office-Remittance to City Treasurer (keep only 7 years)	2011
Clerk's Office-Special Assessment Receipts (keep only 7 years)	2011
FILES - LICENSE	LICENSE YEAR
License Applications-Liquor Related (keep only 4 years)	2013-2014
License Applications-Miscellaneous (keep only 3 years)	2014-2015
License-Class A Beer Letters of Application to Council	2013-2014
License-Class A Liquor Letters of Application to Council	2013-2014
License-Class B Beer Letters of Application to Council	2013-2014
License-Class B Liquor Letters of Application to Council	2013-2014
License-Class C Wine Letters of Application to Council	2013-2014
License-Wholesale Beer Letters of Application to Council	2013-2014
License-Special Class B Beer and Wine Letters of Application to Council	2013-2014
License-Adult Oriented Establishment and Operator Letters of Application to Council	2013-2014

License-Amusement Distributor Letters of Application Council	2013-2014
License-Arcade License Letters of Application Council	2013-2014
License-Dance Hall letters of Application to Council	2013-2014
License-Gun Range Letters of Application to Council	2013-2014
License-Instrumental Music Letters of Application Council	2013-2014
License-Salvage & Recycling Center Letters of Application to Council	2013-2014
License-Mobile Home Park Letters of Application to Council	2013-2014
License-Pawn Broker Letters of Application to Council	2013-2014
License-Phonograph Distributor Letters of Application to Council	2013-2014
License-Pool Table and Bowling Alley Letters of Application to Council	2013-2014
License-Precious Metal & Gem Letters of Application Council	2013-2014
License-Second Hand Dealer Letters of Application to Council	2013-2014
License-Operator (Tavern & Packaged Goods) Letters of Application to Council	2013-2014
License-Tavern Entertainment Letters of Application Council	2013-2014
License-Truck & Trailer Rental Letters of Application Council	2013-2014
License-Used Vehicle Dealer Letters of Application to Council	2013-2014

FILES-APPOINTMENTS:	TERM EXPIRES:
Appointments	2012

Sincerely,

Steven A. Braatz, Jr.
City Clerk

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