

50.



# City of West Allis Matter Summary

7525 W. Greenfield Ave.  
West Allis, WI 53214

File Number	Title	Status
2011-0041	Communication	Introduced
Communication from the Library Director requesting permission to destroy library voucher claims - 1986 through 2007.		
Introduced: 1/18/2011		Controlling Body: Advisory Committee

### COMMITTEE RECOMMENDATION

### APPROVAL

ACTION DATE:	MOVER	SECONDER		AYE	NO	PRESENT	EXCUSED
JAN 18 2011			Barczak				
			Czaplewski				
			Kopplin	X			
			Lajsic				
		X	Narlock	X			
			Reinke	X			
			Roadt	X			
			Sengstock				
			Vitale	X			
		Weigel					
		TOTAL		5	0		

### SIGNATURE OF COMMITTEE MEMBER

Gerald Reinke \_\_\_\_\_  
 Chair Vice-Chair Member

### COMMON COUNCIL ACTION

*Approval*

ACTION DATE:	MOVER	SECONDER		AYE	NO	PRESENT	EXCUSED
JAN 18 2011			Barczak	✓			
			Czaplewski	✓			
			Kopplin	✓			
			Lajsic	✓			
			Narlock	✓			
		✓	Reinke	✓			
			Roadt	✓			
			Sengstock	✓			✓
			Vitale	✓			
		Weigel	✓				
		TOTAL		9	1		1



**PUBLIC LIBRARY**  
7421 West National Avenue  
West Allis, Wisconsin 53214-4699

January 6, 2011

Mayor Dan Devine and  
Members of the Common Council  
City Hall  
West Allis, Wisconsin 53214

To Mayor Devine and Council Members:

I am requesting permission to destroy the following paper records stored at the West Allis Public Library:

- Library voucher claims - 1986 through 2007. The paper documents have been scanned in accordance with the established record retention schedule.

We have on file a letter from The State Historical Society of Wisconsin, dated August 16, 1983, giving the library permission to destroy library voucher claims "in the future without further notifying us." Based on that document, no additional notification will be made to the State Historical Society at this time.

Thank you for your consideration.

Sincerely,

A handwritten signature in black ink that reads "Michael Koszalka".

Michael Koszalka  
Library Director

JN



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*

January 21, 2011

Michael Koszalka  
Library Director  
West Allis Library

Dear Mr. Koszalka:

On January 18, 2011, the Common Council approved the following communication:

- Library Director requesting permission to destroy library voucher claims – 1986 through 2007.

Thank you for your attention in this regard.

Sincerely,

Monica Schultz  
Assistant City Clerk

/jl