



**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*

December 15, 2009

Mayor and Common Council  
City of West Allis  
Wisconsin

Dear Members:

I hereby request permission to destroy various records in the City Clerk/Treasurer's Office 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:

<b><u>FILES</u></b>	<b><u>YEAR</u></b>
Claims - file nos. 107, 469, 12 and 321	2002
Reports of Municipal Judge	2007
Economic Interest Statements pursuant to sec. 3.7(d) of the RMC	varies
Board of Review file material	2002
License Applications-Liquor Related (keep only 4 years)	2004-2005
License Applications-Miscellaneous (keep only 3 years)	2005-2006
License-Class A Beer Letters of Application to Council	2005
License-Class A Liquor Letters of Application to Council	2005
License-Class B Beer Letters of Application to Council	2005
License-Class B Liquor Letters of Application to Council	2005
License-Class C Wine Letters of Application to Council	2005
License-Wholesale Beer Letters of Application to Council	2005
License-Special Class B Beer and Wine Letters of Application to Council	2005
License-Adult Oriented Establishment and Operator Letters of Application to Council	2006
License-Amusement Distributor Letters of Application Council	2006
License-Arcade License Letters of Application Council	2006
License-Dance Hall letters of Application to Council	2006
License-Gun Range Letters of Application to Council	2006
License-Instrumental Music Letters of Application Council	2006
License-Salvage & Recycling Center Letters of Application to Council	2006
License-Mobile Home Park Letters of Application to Council	2006
License-Pawn Broker Letters of Application to Council	2006
License-Pool Table and Bowling Alley Letters of Application to Council	2006
License-Precious Metal & Gem Letters of Application Council	2006
License-Second Hand Dealer Letters of Application to Council	2006
License-Operator (Tavern & Packaged Goods) Letters of Application to Council	2006
License-Tavern Entertainment Letters of Application Council	2006
License-Truck & Trailer Rental Letters of Application Council	2006
License-Used Vehicle Dealer Letters of Application to Council	2006

Appointments – Administrative Appeals Review Board	2007
Appointments – Block Grant Committee	2007
Appointments – Board of Appeals	2006
Appointments – Board of Health	2005
Appointments – Board of Review	2004
Appointments – Business Improvement District	2006
Appointments – Capital Improvement Committee	2006
Appointments – Civil Service Commission	2004
Appointments – Commission on Aging	2006
Appointments – Community Celebrations Committee	2006
Appointments – Community Communications Corp.	2007
Appointments – Community Development Authority	2005
Appointments – Economic Development Partnership Committee	2006
Appointments – Electrical Review Board	2007
Appointments – Ethics Board	2006
Appointments – Fair Housing Board	2006
Appointments – Historical Commission	2004
Appointments – Plan Commission	2006
Appointments – Police & Fire Commission	2004
Appointments – Property Maintenance Code Appeals Board	2007
Appointments – Public Beautification	2007
Appointments – West Allis Library Board	2006
Appointments – Youth Commission	2005
Clerk’s Office-Miscellaneous Receipts (keep only 7 years)	2002
Clerk’s Office-Remittance to City Treasurer (keep only 7 years)	2002
Clerk’s Office-Special Assessment Receipts (keep only 7 years)	2002

Sincerely,



Paul M. Ziehler  
City Administrative Officer  
Clerk/Treasurer

MS/jml