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# City of West Allis Matter Summary

7525 W. Greenfield Ave.  
West Allis, WI 53214

File Number	Title	Status
2008-0755	Communication	In Committee
City Administrative Officer, Clerk/Treasurer communication requesting permission to destroy certain records.		
Introduced: 12/16/2008		Controlling Body: Advisory Committee

## COMMITTEE RECOMMENDATION APPROVAL

ACTION DATE:	MOVER	SECONDER		AYE	NO	PRESENT	EXCUSED
DEC 16 2008	_____	_____	Barczak				
	_____	_____	Czaplewski				
	_____	_____	Kopplin	✓			
	_____	_____	Lajsic				
	_____	✓	Narlock	✓			
	_____	_____	Reinke	✓			
	_____	_____	Roadt	✓			
	_____	_____	Sengstock				
	✓	_____	Vitale	✓			
_____	_____	Weigel					
TOTAL				5			

### SIGNATURE OF COMMITTEE MEMBER

*[Signature]*  
Chair

\_\_\_\_\_  
Vice-Chair

\_\_\_\_\_  
Member

## COMMON COUNCIL ACTION APPROVAL

ACTION DATE:	MOVER	SECONDER		AYE	NO	PRESENT	EXCUSED
DEC 16 2008	_____	✓	Barczak	✓			
	_____	_____	Czaplewski	✓			
	_____	_____	Kopplin	✓			
	_____	_____	Lajsic				✓
	_____	_____	Narlock	✓			
	✓	_____	Reinke	✓			
	_____	_____	Roadt	✓			
	_____	_____	Sengstock	✓			
	_____	_____	Vitale	✓			
_____	_____	Weigel	✓				
TOTAL				9			1





**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 16, 2008

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:

<u>FILES</u>	<u>YEAR</u>
Claims - file nos. 107, 469, 12 and 321	2001
Reports of Municipal Judge	2006
Economic Interest Statements pursuant to sec. 3.7(d) of the RMC	See 3.7(d)
Board of Review file material	2001
License Applications-Liquor Related (keep only 4 years)	2003-2004
License Applications-Miscellaneous (keep only 3 years)	2004-2005
License-Class A Beer Letters of Application to Council	2004
License-Class A Liquor Letters of Application to Council	2004
License-Class B Beer Letters of Application to Council	2004
License-Class B Liquor Letters of Application to Council	2004
License-Class C Wine Letters of Application to Council	2004
License-Wholesale Beer Letters of Application to Council	2004
License-Special Class B Beer and Wine Letters of Application to Council	2004
License-Adult Oriented Establishment and Operator Letters of Application to Council	2005
License-Amusement Distributor Letters of Application Council	2005
License-Arcade License Letters of Application Council	2005
License-Dance Hall letters of Application to Council	2005
License-Gun Range Letters of Application to Council	2005
License-Instrumental Music Letters of Application Council	2005
License-Salvage & Recycling Center Letters of Application to Council	2005
License-Mobile Home Park Letters of Application to Council	2005
License-Pawn Broker Letters of Application to Council	2005
License-Pool Table and Bowling Alley Letters of Application to Council	2005
License-Precious Metal & Gem Letters of Application Council	2005
License-Second Hand Dealer Letters of Application to Council	2005
License-Operator (Tavern & Packaged Goods) Letters of Application to Council	2005
License-Tavern Entertainment Letters of Application Council	2005
License-Truck & Trailer Rental Letters of Application Council	2005
License-Used Vehicle Dealer Letters of Application to Council	2005

Appointments – Administrative Appeals Review Board	2006
Appointments – Block Grant Committee	2006
Appointments – Board of Appeals	2005
Appointments – Board of Health	2004
Appointments – Board of Review	2003
Appointments – Business Improvement District	2005
Appointments – Capital Improvement Committee	2005
Appointments – Civil Service Commission	2003
Appointments – Commission on Aging	2005
Appointments – Community Celebrations Committee	2005
Appointments – Community Communications Corp.	2006
Appointments – Community Development Authority	2004
Appointments – Economic Development Partnership Committee	2005
Appointments – Electrical Review Board	2006
Appointments – Ethics Board	2005
Appointments – Fair Housing Board	2005
Appointments – Historical Commission	2003
Appointments – Plan Commission	2005
Appointments – Police & Fire Commission	2003
Appointments – Property Maintenance Code Appeals Board	2006
Appointments – Public Beautification	2006
Appointments – West Allis Library Board	2005
Appointments – Youth Commission	2004
Clerk’s Office-Miscellaneous Receipts (keep only 7 years)	2001
Clerk’s Office-Remittance to City Treasurer (keep only 7 years)	2001
Clerk’s Office-Special Assessment Receipts (keep only 7 years)	2001

Sincerely,



Paul M. Ziehler  
City Administrative Officer  
Clerk/Treasurer

MS/jml