



**CITY ADMINISTRATIVE OFFICE**

**PAUL M. ZIEHLER**  
*City Administrative Officer*  
*Clerk/Treasurer*

414/302-8294  
414/302-8207 (Fax)

City Hall  
7525 West Greenfield Avenue  
West Allis, Wisconsin 53214

[pziehler@westalliswi.gov](mailto:pziehler@westalliswi.gov)  
[www.westalliswi.gov](http://www.westalliswi.gov)

January 7, 2014

The Honorable Mayor Dan Devine  
and Members of the Common Council  
7525 West Greenfield Avenue  
West Allis WI 53214

Subject: Destruction of Public Records

Dear Mayor Devine and Common Council Members:

Pursuant to Section 19.21 of the Wisconsin Statutes and Section 1.09 of the West Allis Revised Municipal Code, this letter is to notify you that the City Administrative Office intends to destroy certain obsolete Emergency Government records from the early to mid-1980s. None of the records involved are required to be preserved by ordinance or resolution of the Common Council.

We are required to provide sixty (60) days written notice of our intent to the Common Council. The Wisconsin Historical Society has waived notification of these categories of records.

If you have any questions about the records involved, please contact me.

Thank you for your prompt consideration of this request.

Sincerely,

A handwritten signature in cursive script that reads "Paul M. Ziehler".

Paul M. Ziehler,  
City Administrative Officer, Clerk/Treasurer

PMZ:jfw