



City of West Allis

Matter Summary

7525 W. Greenfield Ave.
West Allis, WI 53214

File Number	Title	Status
2006-0709	Communication	In Committee
	City Administrative Officer, Clerk/Treasurer communication requesting permission to destroy certain records.	
	Introduced: 12/19/2006	Controlling Body: Advisory Committee

COMMITTEE RECOMMENDATION

APPROVAL

ACTION DATE: DEC 19 2006	MOVER	SECONDER		AYE	NO	PRESENT	EXCUSED
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Barczak	<input checked="" type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>	Czaplewski				
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Dobrowski	<input checked="" type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>	Kopplin				
	<input type="checkbox"/>	<input type="checkbox"/>	Lajsic				
	<input type="checkbox"/>	<input type="checkbox"/>	Narlock				
	<input type="checkbox"/>	<input type="checkbox"/>	Reinke	<input checked="" type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>	Sengstock				
	<input type="checkbox"/>	<input type="checkbox"/>	Vitale				<input checked="" type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	Weigel	<input checked="" type="checkbox"/>			
			TOTAL	4	-	-	1

SIGNATURE OF COMMITTEE MEMBER

Reinke Reinke

Chair

Vice-Chair

Member

COMMON COUNCIL ACTION

APPROVAL

ACTION DATE: DEC 19 2006	MOVER	SECONDER		AYE	NO	PRESENT	EXCUSED
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Barczak	<input checked="" type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>	Czaplewski	<input checked="" type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>	Dobrowski	<input checked="" type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>	Kopplin	<input checked="" type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>	Lajsic	<input checked="" type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>	Narlock	<input checked="" type="checkbox"/>			
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Reinke	<input checked="" type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>	Sengstock	<input checked="" type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>	Vitale <i>exc</i>				<input checked="" type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	Weigel	<input checked="" type="checkbox"/>			
			TOTAL	9	-	-	1



CITY CLERK/TREASURER OFFICE

Paul M. Ziehl
*City Administrative Officer
Clerk/Treasurer*

Rosemary West
*Treasurer's Office Supervisor
Senior Accountant*

Monica Schultz
Assistant City Clerk

414/302-8200
414/302-8207 (Fax)

City Hall
7525 West Greenfield Avenue
West Allis, Wisconsin 53214

www.ci.west-allis.wi.us

December 19, 2006

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>FILE</u>	<u>TITLE</u>	
12	Claims, Injury (keep only 7 years)	1999
18	Police & Fire Commission Appointment Letters	2003
26	Civil Service Commission Appointment Letters	2003
73	West Allis Library Board Appointment Letters	2003
76	Public Beautification Appointment Letters	2003
105	Reports of Municipal Judge	2004
107	Claims (keep only 7 years)	1999
122	License-Tavern Letters of Application to Council	2002
138	License-Class B Beer Letters of Application to Council	2002
139	License-Class A Liquor Letters of Application to Council	2002
141	License-Special Class B Beer Ltrs of Application Council	2002
143	License-Class A Beer Letters of Application to Council	2002
144	License-Tavern & Package Opr Ltrs of Application Council	2002
145	License-Dance Hall Letters of Application to Council	2002
146	License-Pool, Bowling Letters of Application to Council	2002
168	License-Used Veh Dealer Letters of Application to Council	2002
169	Board of Appeals Appointment Letters	2003
235	License-Mobile Home Park Letters of Application to Council	2002
313	License-Arcade Operator Letters of Application Council	2002
321	Claims, Property (keep only 7 years)	1999
333	License-Gun Range Letters of Application to Council	2002
402	License-Wholesale Beer Letters of Application to Council	2002
422	License-Motor Veh Salvage Letters of Application Council	2002

<u>FILE</u>	<u>TITLE</u>	
463	Claims, Auto (keep only 7 years)	1999
594	License-Amusement Distributor Ltrs of Application Council	2002
924	License-Pawn Dealer Letters of Application to Council	2002
1195	Public Works Committee Appointments	2003
1195	Public Works Committee Agendas	2005
1730	Administration & Finance Committee Agendas	2005
1980	License & Health Committee Agendas	2005
2037	Commission on Aging Appointments	2003
2093	Committee, Matters Referred	2004
2164	License-Truck & Trailer Letters of Application Council	2002
2414	Community Development Act Committee Appointment Letters	2002
2414	Block Grant Committee Appointment Letters	2002
2476	Administrative Appeals Review Board Appointment Letters	2002
2483	License-Instrumental Music Letters of Application Council	2002
2484	License-Tavern Entertainment Ltrs of Application Council	2002
2566	Fair Housing Board Appointment Letters	2002
2617	Cable TV Advisory Council Appointment Letters	2002
2634	License-Precious Metal & Gem Ltrs of Application Council	2002
2635	License-Second Hand Letters of Application to Council	2002
2667	License-Junk Yard Letters of Application to Council	2002
2678	License Applications-Liquor Related (keep only 4 years)	2002-2003
	License Applications-Miscellaneous (keep only 4 years)	2002-2003
	Clerk's Office-Miscellaneous Receipts (keep only 7 years)	1999
	Remittance to City Treasurer (keep only 7 years)	1999
	Special Assessment Receipts (keep only 7 years)	1999

Sincerely,



Paul M. Ziehler
City Administrative Officer
Clerk/Treasurer



WISCONSIN
HISTORICAL
SOCIETY

Headquarters Building
816 State Street
Madison, WI 53706-1482
608-264-6400

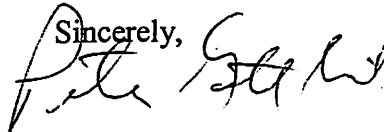
March 1, 2007

Monica Schultz
Assistant City Clerk
City of West Allis
7525 West Greenfield Avenue
West Allis, WI 53214

Dear Ms. Schultz:

Thank you for your letter of February 21, 2007 notifying us of your intention to destroy claims, 1999; application letters, 2002-2003; reports of the municipal judge, 2004; license applications, 2001-2002; committee agendas, 2005; and receipts: miscellaneous clerks, treasurer, special assessments, 1999.

The Wisconsin Historical Society declines your offer of these records and waives the sixty-day notification period specified in Wisconsin Statute 19.21. Please consider this letter as authorization to dispose of these categories of records in the future without further notification to us. You still are obligated to maintain the records listed above for the minimum time specified in the statutes.

Sincerely,


Peter Gottlieb
State Archivist

PG/vwf

RECEIVED

MAR 08 2007

**CITY OF WEST ALLIS
CLERK/TREASURER**