

62.



City of West Allis Matter Summary

7525 W. Greenfield Ave.
West Allis, WI 53214

File Number	Title	Status
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2010-0121 Request Introduced

City Administrative Officer, Clerk/Treasurer communication requesting permission to destroy certain records.

Introduced: 3/2/2010

Controlling Body: Advisory Committee

APPROVAL

COMMITTEE RECOMMENDATION

ACTION DATE:	MOVER	SECONDER		AYE	NO	PRESENT	EXCUSED
MAR - 2 2010			Barczak				
			Czaplewski				
			Kopplin	✓			
			Lajsic				
		✓	Narlock	✓			
			Reinke				✓
			Roadt	✓			
			Sengstock				
			Vitale	✓			
		Weigel					
		TOTAL		4	0		1

SIGNATURE OF COMMITTEE MEMBER

Chair

Vice-Chair

Member

COMMON COUNCIL ACTION

APPROVAL

ACTION DATE:	MOVER	SECONDER		AYE	NO	PRESENT	EXCUSED
MAR - 2 2010			Barczak				
			Czaplewski				
			Kopplin				
			Lajsic				
			Narlock				
		✓	Reinke				
			Roadt				
			Sengstock				
			Vitale	✓			
		Weigel					
		TOTAL					

UNANIMOUS



CITY CLERK/TREASURER'S OFFICE
414/302-8200 or 414/302-8207 (Fax)
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

February 12, 2010

Mayor Dan Devine
Members of the West Allis Common Council

Dear Mayor and Common Council:

The City Clerk/Treasurer's office requests permission to destroy number of obsolete City records. We would like to destroy the end of day reports from 1999 and prior. This request is made pursuant to Section 19.21 Wisconsin Statutes and West Allis Ordinance 1.09.

A letter from the State Historical Society of WI dated 12/3/2009 waives the sixty day notification period specified in Wisconsin Statute 19.21 (4) and gives us authorization to destroy this category of records.

Thank you for your consideration.

Sincerely,

Paul M. Ziehler
City Administrative Officer
City Clerk/Treasurer

PMZ/cms



WISCONSIN
HISTORICAL
SOCIETY

December 3, 2009

Ms. Rosemary West
City of West Allis
Treasurer's Office Supervisor
7525 W. Greenfield Ave
West Allis, WI 53214

Dear Ms. West:

Thank you for your letter of November 16, 2009 notifying us of your intention to destroy cash receipt journals, 1999 and earlier.

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