



December 17, 2013

Mayor and Common Council
City of West Allis
Wisconsin

CITY CLERK/TREASURER'S OFFICE
414/302-8200 or 414/302-8207 (Fax)
www.westalliswi.gov
Paul M. Ziebler
City Admin. Officer, Clerk/Treasurer
Monica Schultz
Assistant City Clerk
Rosemary West
Treasurer's Office Supervisor

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:

FILES	YEAR
Claims – (Legistar file year)	2006
Reports of Municipal Judge (Legistar file year)	2011
Economic Interest Statements pursuant to sec. 3.7(d) of the RMC	varies
Board of Review file material	2006
Clerk's Office-Miscellaneous Receipts (keep only 7 years)	2006
Clerk's Office-Remittance to City Treasurer (keep only 7 years)	2006
Clerk's Office-Special Assessment Receipts (keep only 7 years)	2006

FILES - LICENSE	LICENSE YEAR
License Applications-Liquor Related (keep only 4 years)	2008-2009
License Applications-Miscellaneous (keep only 3 years)	2009-2010
License-Class A Beer Letters of Application to Council	2009-2010
License-Class A Liquor Letters of Application to Council	2009-2010
License-Class B Beer Letters of Application to Council	2009-2010
License-Class B Liquor Letters of Application to Council	2009-2010
License-Class C Wine Letters of Application to Council	2009-2010
License-Wholesale Beer Letters of Application to Council	2009-2010
License-Special Class B Beer and Wine Letters of Application to Council	2009-2010
License-Adult Oriented Establishment and Operator Letters of Application to Council	2009-2010
License-Amusement Distributor Letters of Application Council	2009-2010
License-Arcade License Letters of Application Council	2009-2010
License-Dance Hall letters of Application to Council	2009-2010
License-Gun Range Letters of Application to Council	2009-2010
License-Instrumental Music Letters of Application Council	2009-2010
License-Salvage & Recycling Center Letters of Application to Council	2009-2010
License-Mobile Home Park Letters of Application to Council	2009-2010
License-Pawn Broker Letters of Application to Council	2009-2010
License-Phonograph Distributor Letters of Application to Council	2009-2010
License-Pool Table and Bowling Alley Letters of Application to Council	2009-2010
License-Precious Metal & Gem Letters of Application Council	2009-2010
License-Second Hand Dealer Letters of Application to Council	2009-2010
License-Operator (Tavern & Packaged Goods) Letters of Application to Council	2009-2010
License-Tavern Entertainment Letters of Application Council	2009-2010
License-Truck & Trailer Rental Letters of Application Council	2009-2010
License-Used Vehicle Dealer Letters of Application to Council	2009-2010

FILES-APPOINTMENTS:	TERM EXPIRES:
Appointments – Administrative Appeals Review Board	2006
Appointments – Block Grant Committee	2006
Appointments – Board of Appeals	2006
Appointments – Board of Health	2006
Appointments – Board of Review	2006
Appointments – Business Improvement District	2006
Appointments – Capital Improvement Committee	2006
Appointments – Civil Service Commission	2006
Appointments – Commission on Aging	2006
Appointments – Community Celebrations Committee	2006
Appointments – Community Communications Corp.	2006
Appointments – Community Development Authority	2006
Appointments – Economic Development Partnership Committee	2006
Appointments – Electrical Review Board	2006
Appointments – Ethics Board	2006
Appointments – Fair Housing Board	2006
Appointments – Historical Commission	2006
Appointments – Plan Commission	2006
Appointments – Police & Fire Commission	2006
Appointments – Property Maintenance Code Appeals Board	2006
Appointments – Public Beautification	2006
Appointments – Suggestion Award	2006
Appointments – Weed Commissioner	2006
Appointments – West Allis Library Board	2006
Appointments – Youth Commission	2006

Sincerely,



Paul M. Ziehler
City Administrative Officer
Clerk/Treasurer

MS/jml