



OFFICE OF THE CITY ATTORNEY

Scott E. Post
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February 9, 2015

Mayor and Common Council
City of West Allis

RE: Destruction of Public Records

Dear Mayor and Council Members:

Pursuant to Section 19.21(4) of the Wisconsin Statutes and Section 1.09 of the West Allis Revised Municipal Code, this is notice to you that the City Attorney's Office intends to destroy certain obsolete public records identified in the box listings attached hereto. 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.

Should you have any questions about the records involved, please so advice.

Thank you for your prompt consideration of this request.

Sincerely,

Scott E. Post
City Attorney

Attachments

SEP:kp
L/Storage Boxes/ltr-Destruction of Records2.2015