



Monica Schultz
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City Clerk's
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December 20, 2016

Mayor and Common Council
City of West Allis
Wisconsin

Dear Members:

I hereby request permission to destroy various records in the Office of the City Clerk 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)	2010
Reports of Municipal Judge (Legistar file year)	2014
Economic Interest Statements pursuant to sec. 3.7(d) of the RMC	varies
Board of Review file material	2010
Clerk's Office-Miscellaneous Receipts (keep only 7 years)	2010
Clerk's Office-Remittance to City Treasurer (keep only 7 years)	2010
Clerk's Office-Special Assessment Receipts (keep only 7 years)	2010

FILES - LICENSE	LICENSE YEAR
License Applications-Liquor Related (keep only 4 years)	2012-2013
License Applications-Miscellaneous (keep only 3 years)	2012-2013
License-Class A Beer Letters of Application to Council	2012-2013
License-Class A Liquor Letters of Application to Council	2012-2013
License-Class B Beer Letters of Application to Council	2012-2013
License-Class B Liquor Letters of Application to Council	2012-2013
License-Class C Wine Letters of Application to Council	2012-2013
License-Wholesale Beer Letters of Application to Council	2012-2013
License-Special Class B Beer and Wine Letters of Application to Council	2012-2013
License-Adult Oriented Establishment and Operator Letters of Application to Council	2012-2013
License-Amusement Distributor Letters of Application Council	2012-2013
License-Arcade License Letters of Application Council	2012-2013
License-Dance Hall letters of Application to Council	2012-2013
License-Gun Range Letters of Application to Council	2012-2013
License-Instrumental Music Letters of Application Council	2012-2013

License-Salvage & Recycling Center Letters of Application to Council	2012-2013
License-Mobile Home Park Letters of Application to Council	2012-2013
License-Pawn Broker Letters of Application to Council	2012-2013
License-Phonograph Distributor Letters of Application to Council	2012-2013
License-Pool Table and Bowling Alley Letters of Application to Council	2012-2013
License-Precious Metal & Gem Letters of Application Council	2012-2013
License-Second Hand Dealer Letters of Application to Council	2012-2013
License-Operator (Tavern & Packaged Goods) Letters of Application to Council	2012-2013
License-Tavern Entertainment Letters of Application Council	2012-2013
License-Truck & Trailer Rental Letters of Application Council	2012-2013
License-Used Vehicle Dealer Letters of Application to Council	2012-2013

FILES-APPOINTMENTS:	TERM EXPIRES:
Appointments – Administrative Appeals Review Board	2010
Appointments – Block Grant Committee	2010
Appointments – Board of Appeals	2010
Appointments – Board of Health	2010
Appointments – Board of Review	2010
Appointments – Business Improvement District	2010
Appointments – Capital Improvement Committee	2010
Appointments – Civil Service Commission	2010
Appointments – Commission on Aging	2010
Appointments – Community Celebrations Committee	2010
Appointments – Community Communications Corp.	2010
Appointments – Community Development Authority	2010
Appointments – Economic Development Partnership Committee	2010
Appointments – Electrical Review Board	2010
Appointments – Ethics Board	2010
Appointments – Fair Housing Board	2010
Appointments – Historical Commission	2010
Appointments – Plan Commission	2010
Appointments – Police & Fire Commission	2010
Appointments – Property Maintenance Code Appeals Board	2010
Appointments – Public Beautification	2010
Appointments – Suggestion Award	2010
Appointments – Weed Commissioner	2010
Appointments – West Allis Library Board	2010
Appointments – Youth Commission	2010

Sincerely,

Monica Schultz
City Clerk

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