

69.



# City of West Allis Matter Summary

7525 W. Greenfield Ave.  
West Allis, WI 53214

File Number	Title	Status
2009-0446	Request	Introduced
City Administrative Officer, Clerk/Treasurer communication requesting permission to destroy certain records.		
Introduced: 7/7/2009		Controlling Body: Advisory Committee

## APPROVAL

### COMMITTEE RECOMMENDATION

ACTION	MOVER	SECONDER		AYE	NO	PRESENT	EXCUSED
DATE: JUL 07 2009			Barczak				
			Czaplewski				
		✓	Kopplin	✓			
	✓		Lajsic				
			Narlock	✓			
			Reinke	✓			
			Roadt	✓			
			Sengstock				
			Vitale	✗			✓
			Weigel				
			TOTAL	5			1

### SIGNATURE OF COMMITTEE MEMBER

*Reinie Reinke* \_\_\_\_\_  
 Chair Vice-Chair Member

### COMMON COUNCIL ACTION

*approval*

ACTION	MOVER	SECONDER		AYE	NO	PRESENT	EXCUSED
DATE: JUL 07 2009			Barczak	✓			
			Czaplewski	✓			
			Kopplin	✓			
			Lajsic	✓			
	✓		Narlock	✓			
		✓	Reinke	✓			
			Roadt	✓			
			Sengstock	✓			
			Vitale <i>exc</i>				✓
			Weigel	✓			
			TOTAL	9	1		1



CITY CLERK/TREASURER'S OFFICE  
414/302-8200 or 414/302-8207 (Fax)  
[www.ci.west-allis.wi.us](http://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*

June 29, 2009

Mayor Dan Devine  
Members of the West Allis Common Council

Dear Mayor and Common Council:

The City Clerk/Treasurer's office request permission to dispose of a number of obsolete City records. The attached is a detailed listing. 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 2/16/95 waives the sixty day notification period specified in Wisconsin Statute 19.21 (4) and gives us authorization to dispose of these categories of records.

Thank you for your consideration.

Sincerely,

Paul M. Ziehler  
City Administrative Officer  
City Clerk/Treasurer

PMZ:cms

attachment

CITY OF WEST ALLIS CLERK/TREASURER'S OFFICE OBSOLETE RECORDS  
(FOR 2008 YEAR - 2007 TAX YEAR)

**CHECKS**

General	2000 and Prior
Payroll	2000 and Prior
Trust	2000 and Prior
Transfer	2000 and Prior

**CHECK REGISTERS**

General	2000 and Prior
Payroll	2002 and Prior

**OUTSTANDING CHECK LISTS**

General	2000 and Prior
Payroll	2000 and Prior
Trust	2000 and Prior

**BANK STATEMENT**

M & I Bank Statement	2000 and Prior
Tri City Bank Statement	2000 and Prior

**BANK DEPOSIT RECEIPTS**

General	2007 and Prior
Payroll	2007 and Prior
Trust	2007 and Prior
Transfer	2007 and Prior

**BANK DEPOSIT BOOKS.**

General	2007 and Prior
Payroll	2007 and Prior
Trust	2007 and Prior
Transfer	2007 and Prior

**RECEIPTS**

Tax Receipts	2000 and Prior
General Treasurer's Receipts	2000 and Prior
Deferred Special Assmnt. Receipts	2000 and Prior
Personal Property Tax Receipts	2000 and Prior

**PERSONAL PROPERTY TAX ROLL** 1992 and Prior

**PPT BILLS** 2002 and Prior

**GENERAL CORRESPONDENCE** 2000 and Prior

**TAX SETTLEMENT RECORDS** 2002 and Prior

**INVESTMENT RECORDS** 2000 and Prior

**REFUND INFORMATION** 2000 and Prior

**END OF DAY ROLLS AND REPORTS** 1992 and Prior