

June 5, 2012

Honorable Mayor and Common Council

Ladies and Gentlemen:

We are requesting approval to destroy certain payroll and financial records, older than 7 years, that have not been scanned, in accordance with the City's records retention policy, noted in Section 1.09 of the West Allis Revised Municipal Code.

Sincerely,

Kris Moen  
Acting Comptroller/Manager of Finance

KM:mw