



CITY CLERK/TREASURER'S OFFICE
414/302-8200 or 414/302-8207 (Fax)
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

July 21, 2011

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 10/4/2010 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 2010 YEAR – 2009 TAX YEAR)

CHECKS

General	2002 and Prior
Payroll	2004 and Prior
Trust	2002 and Prior
Transfer	2002 and Prior

CHECK REGISTERS

General	2002 and Prior
Payroll	2004 and Prior

OUTSTANDING CHECK LISTS

General	2002 and Prior
Payroll	2002 and Prior
Trust	2002 and Prior

BANK STATEMENT

M & I Bank Statement	2002 and Prior
Tri City Bank Statement	2002 and Prior

BANK DEPOSIT RECEIPTS

General	2009 and Prior
Payroll	2009 and Prior
Trust	2009 and Prior
Transfer	2009 and Prior

BANK DEPOSIT BOOKS

General	2009 and Prior
Payroll	2009 and Prior
Trust	2009 and Prior
Transfer	2009 and Prior

RECEIPTS

Tax Receipts	2002 and Prior
General Treasurer's Receipts	2002 and Prior
Deferred Special Assmnt. Receipts	2004 and Prior
Special Assessment Receipts	2004 and Prior
Personal Property Tax Receipts	2002 and Prior

PERSONAL PROPERTY TAX ROLL 1994 and Prior

PPT BILLS 2004 and Prior

GENERAL CORRESPONDENCE 2002 and Prior

TAX SETTLEMENT RECORDS 2004 and Prior

INVESTMENT RECORDS 2002 and Prior

REFUND INFORMATION 2004 and Prior

END OF DAY REPORTS 2004 and Prior

**OMITTED, WRITE OFF & LEGAL
FEE BACKUP** 2004 and Prior

CHARGEBACK INFORMATION 2004 and Prior

TREASURERS CASH BALANCE 2008 and Prior