



PUBLIC LIBRARY
7421 West National Avenue
West Allis, Wisconsin 53214-4699

January 6, 2011

Mayor Dan Devine and
Members of the Common Council
City Hall
West Allis, Wisconsin 53214

To Mayor Devine and Council Members:

I am requesting permission to destroy the following paper records stored at the West Allis Public Library:

- Library voucher claims - 1986 through 2007. The paper documents have been scanned in accordance with the established record retention schedule.

We have on file a letter from The State Historical Society of Wisconsin, dated August 16, 1983, giving the library permission to destroy library voucher claims "in the future without further notifying us." Based on that document, no additional notification will be made to the State Historical Society at this time.

Thank you for your consideration.

Sincerely,

A handwritten signature in cursive script that reads "Michael Koszalka".

Michael Koszalka
Library Director

JN