



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

May 11, 2012

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 Purchase Orders (numerical 01000-06209) - January 5, 1993 thru March 24, 2004. The paper documents have been scanned in accordance with the established record retention schedule.
- City Purchase Orders (library's copy) – 1988 through 2004. The paper documents have been scanned in accordance with the established record retention schedule.
- Remittance Reports-Treasurer's (library's copy) – 1987 through 1989 and 1997 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 numerical purchase orders "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. The other documents listed above are copies, not originals, and are eligible to be destroyed according to the established retention schedule.

Thank you for your consideration.

Sincerely,

A handwritten signature in black ink that reads "Michael Koszalka". The signature is written in a cursive style with a large, looping "K".

Michael Koszalka  
Library Director  
JN