

December 15, 2015

Mayor and Common Council  
City of West Allis  
Wisconsin

Dear Members:

I hereby request permission to destroy various records in the Office of the City Clerk in accordance with the provisions of Section 1.09 of the Revised Municipal Code and pursuant to Section 19.21 of the Wisconsin Statutes.

These records consist of transmittal letters to Council and miscellaneous communications for the following:

<b>FILES</b>	<b>YEAR</b>
Claims – (Legistar file year)	2008
Reports of Municipal Judge (Legistar file year)	2013
Economic Interest Statements pursuant to sec. 3.7(d) of the RMC	varies
Board of Review file material	2008
Clerk’s Office-Miscellaneous Receipts (keep only 7 years)	2008
Clerk’s Office-Remittance to City Treasurer (keep only 7 years)	2008
Clerk’s Office-Special Assessment Receipts (keep only 7 years)	2008

<b>FILES - LICENSE</b>	<b>LICENSE YEAR</b>
License Applications-Liquor Related (keep only 4 years)	2010-2011
License Applications-Miscellaneous (keep only 3 years)	2011-2012
License-Class A Beer Letters of Application to Council	2011-2012
License-Class A Liquor Letters of Application to Council	2011-2012
License-Class B Beer Letters of Application to Council	2011-2012
License-Class B Liquor Letters of Application to Council	2011-2012
License-Class C Wine Letters of Application to Council	2011-2012
License-Wholesale Beer Letters of Application to Council	2011-2012
License-Special Class B Beer and Wine Letters of Application to Council	2011-2012
License-Adult Oriented Establishment and Operator Letters of Application to Council	2011-2012
License-Amusement Distributor Letters of Application Council	2011-2012
License-Arcade License Letters of Application Council	2011-2012
License-Dance Hall letters of Application to Council	2011-2012
License-Gun Range Letters of Application to Council	2011-2012
License-Instrumental Music Letters of Application Council	2011-2012
License-Salvage & Recycling Center Letters of Application to Council	2011-2012
License-Mobile Home Park Letters of Application to Council	2011-2012
License-Pawn Broker Letters of Application to Council	2011-2012
License-Phonograph Distributor Letters of Application to Council	2011-2012
License-Pool Table and Bowling Alley Letters of Application to Council	2011-2012
License-Precious Metal & Gem Letters of Application Council	2011-2012
License-Second Hand Dealer Letters of Application to Council	2011-2012
License-Operator (Tavern & Packaged Goods) Letters of Application to Council	2011-2012
License-Tavern Entertainment Letters of Application Council	2011-2012
License-Truck & Trailer Rental Letters of Application Council	2011-2012
License-Used Vehicle Dealer Letters of Application to Council	2011-2012

<b>FILES-APPOINTMENTS:</b>	<b>TERM EXPIRES:</b>
Appointments – Administrative Appeals Review Board	2008
Appointments – Block Grant Committee	2008
Appointments – Board of Appeals	2008
Appointments – Board of Health	2008
Appointments – Board of Review	2008
Appointments – Business Improvement District	2008
Appointments – Capital Improvement Committee	2008
Appointments – Civil Service Commission	2008
Appointments – Commission on Aging	2008
Appointments – Community Celebrations Committee	2008
Appointments – Community Communications Corp.	2008
Appointments – Community Development Authority	2008
Appointments – Economic Development Partnership Committee	2008
Appointments – Electrical Review Board	2008
Appointments – Ethics Board	2008
Appointments – Fair Housing Board	2008
Appointments – Historical Commission	2008
Appointments – Plan Commission	2008
Appointments – Police & Fire Commission	2008
Appointments – Property Maintenance Code Appeals Board	2008
Appointments – Public Beautification	2008
Appointments – Suggestion Award	2008
Appointments – Weed Commissioner	2008
Appointments – West Allis Library Board	2008
Appointments – Youth Commission	2008

Sincerely,

Monica Schultz  
City Clerk

/jl