



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

May 19, 2014

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:

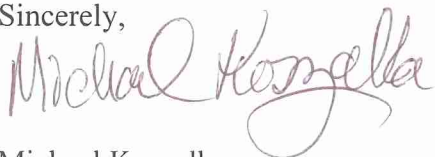
- Part-Time Payroll Records (library's copy) – January 1972 thru December 2009. The paper documents have been scanned in accordance with the established record retention schedule.
- Biweekly Time Reports (library's copy) – January 1971 thru December 2009. The paper documents have been scanned in accordance with the established record retention schedule.
- Personnel Action Forms (library's copy) – January 1972 thru December 2009. The paper documents have been scanned in accordance with the established record retention schedule.
- Inventory Orders (library's copy) – January 1989 thru December 2009. The paper documents have been scanned in accordance with the established record retention schedule.
- Library Voucher Claims – January 2008 thru December 2009. 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 "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.

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Thank you for your consideration.

Sincerely,

A handwritten signature in dark ink, reading "Michael Koszalka". The signature is written in a cursive style with a large, looping "K" and a long, sweeping underline.

Michael Koszalka  
Library Director

JN