



January 2, 2015

OFFICE OF THE CITY CLERK

Mayor and Common Council
City of West Allis
Wisconsin

Monica Schultz
City Clerk

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:

FILES	YEAR
Claims – (Legistar file year)	2007
Reports of Municipal Judge (Legistar file year)	2012
Economic Interest Statements pursuant to sec. 3.7(d) of the RMC	varies
Board of Review file material	2007
Clerk’s Office-Miscellaneous Receipts (keep only 7 years)	2007
Clerk’s Office-Remittance to City Treasurer (keep only 7 years)	2007
Clerk’s Office-Special Assessment Receipts (keep only 7 years)	2007

FILES - LICENSE	LICENSE YEAR
License Applications-Liquor Related (keep only 4 years)	2009-2010
License Applications-Miscellaneous (keep only 3 years)	2010-2011
License-Class A Beer Letters of Application to Council	2010-2011
License-Class A Liquor Letters of Application to Council	2010-2011
License-Class B Beer Letters of Application to Council	2010-2011
License-Class B Liquor Letters of Application to Council	2010-2011
License-Class C Wine Letters of Application to Council	2010-2011
License-Wholesale Beer Letters of Application to Council	2010-2011
License-Special Class B Beer and Wine Letters of Application to Council	2010-2011
License-Adult Oriented Establishment and Operator Letters of Application to Council	2010-2011
License-Amusement Distributor Letters of Application Council	2010-2011
License-Arcade License Letters of Application Council	2010-2011
License-Dance Hall letters of Application to Council	2010-2011
License-Gun Range Letters of Application to Council	2010-2011
License-Instrumental Music Letters of Application Council	2010-2011
License-Salvage & Recycling Center Letters of Application to Council	2010-2011
License-Mobile Home Park Letters of Application to Council	2010-2011
License-Pawn Broker Letters of Application to Council	2010-2011
License-Phonograph Distributor Letters of Application to Council	2010-2011
License-Pool Table and Bowling Alley Letters of Application to Council	2010-2011
License-Precious Metal & Gem Letters of Application Council	2010-2011
License-Second Hand Dealer Letters of Application to Council	2010-2011
License-Operator (Tavern & Packaged Goods) Letters of Application to Council	2010-2011
License-Tavern Entertainment Letters of Application Council	2010-2011
License-Truck & Trailer Rental Letters of Application Council	2010-2011
License-Used Vehicle Dealer Letters of Application to Council	2010-2011

FILES-APPOINTMENTS:	TERM EXPIRES:
Appointments – Administrative Appeals Review Board	2007
Appointments – Block Grant Committee	2007
Appointments – Board of Appeals	2007
Appointments – Board of Health	2007
Appointments – Board of Review	2007
Appointments – Business Improvement District	2007
Appointments – Capital Improvement Committee	2007
Appointments – Civil Service Commission	2007
Appointments – Commission on Aging	2007
Appointments – Community Celebrations Committee	2007
Appointments – Community Communications Corp.	2007
Appointments – Community Development Authority	2007
Appointments – Economic Development Partnership Committee	2007
Appointments – Electrical Review Board	2007
Appointments – Ethics Board	2007
Appointments – Fair Housing Board	2007
Appointments – Historical Commission	2007
Appointments – Plan Commission	2007
Appointments – Police & Fire Commission	2007
Appointments – Property Maintenance Code Appeals Board	2007
Appointments – Public Beautification	2007
Appointments – Suggestion Award	2007
Appointments – Weed Commissioner	2007
Appointments – West Allis Library Board	2007
Appointments – Youth Commission	2007

Sincerely,



Monica Schultz
City Clerk

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