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File Number

Title

## City of West Allis Matter Summary

Status

7525 W. Greenfield Ave. West Allis, WI 53214

2004-0035 Communication		In Committee				
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**Health Department** 

TERRY L. BRANDENBURG Health Commissioner

## MEMORANDUM

TO:

Mayor Jeannette Bell

West Allis Common Council

FROM:

Terry Brandenburg, Health Commissioner

DATE:

January 8, 2004

SUBJECT:

REQUEST TO DESTROY WIC (WOMEN, INFANTS

AND CHILDREN) PROGRAM RECORDS

The West Allis Health Department is requesting permission to destroy client records from the WIC (Women's Infants and Children) program that have had no activity since 1999.

There are approximately four boxes of records containing about 500 records each. The WIC records include growth charts; WIC Data Collection Forms including demographic information, height, weight, hemoglobin data, and 24 hour food records; WIC risk factors, charting notes, and copies of WIC Rights and Responsibility records.

This request is consistent with retention schedules contained in both City ordinances and federal guidelines for WIC.

TB/gs

c: Paul Ziehler

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