

50



City of West Allis Matter Summary

7525 W. Greenfield Ave.
West Allis, WI 53214

File Number	Title	Status
2004-0035	Communication	In Committee
	Health Department request to destroy WIC (Women, Infants and Children) Program Records	
	Introduced: 1/20/2004	Controlling Body: Advisory Committee

APPROVAL

COMMITTEE RECOMMENDATION

ACTION DATE:	MOVER	SECONDER		AYE	NO	PRESENT	EXCUSED
<u>JAN 20 2004</u>			Barczak				
			Czaplewski				
			Kopplin	✓			
		✓	Lajsic	✓			
			Narlock	✓			
			Reinke	✓			
			Sengstock				
			Trudell				
			Vitale	✓			
			Weigel				
		TOTAL		5	1		

SIGNATURE OF COMMITTEE MEMBER (RECORDER)

Reinke

Chair

Vice-Chair

Member

COMMON COUNCIL ACTION

APPROVAL

ACTION DATE:	MOVER	SECONDER		AYE	NO	PRESENT	EXCUSED
<u>JAN 20 2004</u>			Barczak				
			Czaplewski				
			Kopplin				
		✓	Lajsic				
			Narlock				
		✓	Reinke				
			Sengstock				
			Trudell				
			Vitale				
			Weigel				
		TOTAL					

unanimous



CITY OF WEST ALLIS

WISCONSIN



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

c:\Adm\Memos\Request To Destroy WIC (Women, Infants And Children) Program Records