



City of West Allis

Matter Summary

7525 W. Greenfield Ave.
West Allis, WI 53214

File Number	Title	Status
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2007-0075 Communication In Committee

Communication from the Director of Building Inspections and Zoning requesting permission to destroy certain departmental records.

Introduced: 2/6/2007

Controlling Body: Advisory Committee

COMMITTEE RECOMMENDATION

Approval

ACTION DATE:	MOVER	SECONDER		AYE	NO	PRESENT	EXCUSED
FEB 06 2007	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Barczak	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	Czaplewski	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	Dobrowski	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	Kopplin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	Lajsic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	Narlock	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	Reinke	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	Sengstock	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	Vitale	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Weigel	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			TOTAL	<u>4</u>	<u>0</u>	<u>0</u>	<u>1</u>

SIGNATURE OF COMMITTEE MEMBER

Brenda Reinke _____
Chair Vice-Chair Member

COMMON COUNCIL ACTION

APPROVAL

ACTION DATE:	MOVER	SECONDER		AYE	NO	PRESENT	EXCUSED
FEB 06 2007	<input type="checkbox"/>	<input type="checkbox"/>	Barczak	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	Czaplewski	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	Dobrowski	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	Kopplin	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	Lajsic	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Narlock	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	Reinke	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	Sengstock	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Vitale	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	Weigel	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			TOTAL	<u>9</u>	<u>0</u>	<u>0</u>	<u>1</u>



CITY OF WEST ALLIS

WISCONSIN



Department of Building Inspections & Zoning

CODE INSPECTORS

Dan Adamczyk
Art Huebner

February 1, 2007

City of West Allis
Honorable Mayor Jeannette Bell and Common Council Members

RE: Permission to Destroy Certain Building Inspection Department Records

Dear Mayor Bell and Common Council Members:

I am requesting to destroy the following records in accordance with City of West Allis Revised Municipal Code Section 1.09 and subject to approval by the State of Wisconsin Historical Society.

Record

Volume

1. Aperture Cards of Building Plans labeled by Building Permit Number from 1923 (beginning of record keeping) thru 11/22/96, Intermittent nos. 00009 thru 173385. 13 drawers/4.7 cu. ft.

These aperture cards with building plans thereon will be optically scanned for archiving. When scanned, they will be discarded. The state requires only 4 years of retention and destroy. These records are older than 4 years.

2. 1 and 2 family building construction plans (paper) associated with issued building permits for intermittent nos. 151,401 (July 5, 1985) thru 179,495 (Dec. 20, 1999). 3 plan drawers/± 7.1 cu. ft.

These plans will not be archived and discarded when approved. The state requires only 4 years of retention and destroy. These records are older than 4 years.

3. Multi family (3 or more units), Commercial, Industrial and Institutional building construction plans associated with issued building and HVAC permits for intermittent nos. 177,615 (January 5, 1999) thru 184,855 (December 30, 2002). 17 plan drawers/± 40.1 cu. ft.

These plans will be optically scanned for archiving. The original paper plans will be discarded after scanning. The state requires only 4 years of retention and destroy. These records are older than 4 years.

4. Multi family (3 or more units), Commercial, Manufacturing, Industrial and Institutional Building and HVAC construction plans (paper) associated for intermittent Nos. 184,866 (January 3, 2003) through 192,271 (December 22, 2006).

22 plan drawers/± 51 cu. ft.

These plans will be optically scanned for archiving. The original paper plans will remain on file until greater than 4 years old and then will be discarded. The state requires only 4 years retention and destroy. The Department will have these plans optically scanned for permanent record keeping for our future use.

5. Property File information – other than permit applications and permits dating from 1923 (the beginning of department record keeping) through December 31, 1999. These records include, but are not limited to, information such as written and typed correspondence, plans and inspection information relating to building, electrical, plumbing, HVAC, fire, occupancy, sign, property maintenance, and zoning permits, Board of Appeals information, property maintenance files, attorney case files, and other miscellaneous property file information.

This project involves 177 legal sized file drawer cabinets with approx. 19,000 property files that have never been purged. I assume with duplicates and file redundancy about 1/3 of the files (paper) will be reduced /± 105.5 cu. ft.

The file information to be kept includes applications and permits relating to building, electrical, plumbing, HVAC, fire, occupancy, and signs, which will be retained permanently as required by law. Besides permits and applications being retained, the other file information being retained will be less than 7 years old and includes written and typed correspondence, plans and inspection information relating to permits issued by the department.

Sincerely,



Ted Atkinson, Director
Building Inspections and Zoning

cc: City of West Allis Historical Society
Department File – Public Records
TA/dl



7525 West Greenfield Avenue
West Allis, Wisconsin 53214-4688



CITY CLERK/TREASURER OFFICE

Paul M. Ziehler
*City Administrative Officer
Clerk/Treasurer*

Rosemary West
*Treasurer's Office Supervisor
Senior Accountant*

Monica Schultz
Assistant City Clerk

414/302-8200
414/302-8207 (Fax)

City Hall
7525 West Greenfield Avenue
West Allis, Wisconsin 53214

www.ci.west-allis.wi.us

February 8, 2007

Ted Atkinson
Building Inspections & Zoning

Dear Mr. Atkinson:

On February 6, 2007, the Common Council approved the following communication:

- Building & Zoning request for permission to destroy records in accordance with Section 1.09 of the Revised Municipal Code.

Thank you for your attention in this regard.

Sincerely,

A handwritten signature in cursive script that reads "Monica Schultz".

Monica Schultz
Assistant City Clerk

/amn