



DEPARTMENT OF DEVELOPMENT
John F. Stibal

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March 14, 2013

The Honorable Dan Devine and
Members of the Common Council
West Allis City Hall
West Allis, Wisconsin

RE: Destruction of Public Records

Dear Mayor Devine and Common Council Members:

Pursuant to Section 19.21 of the Wisconsin Statutes and Section 1.09 of the West Allis Revised Municipal Code, this letter is to notify you that the Department of Development and Housing Office intends to destroy certain obsolete public records as identified on the attached listing. None of the records involved are required to be preserved by ordinance or resolution of the Common Council.

We are required to provide a 60-day written notice of our intent to the Common Council. In addition, we have also provided a 60-day written notice to the State Historical Society. Through this communication, we are seeking indefinite authorization to dispose of obsolete public records under categories listed as attached, without additional authorization from the Common Council.

Should you have any questions about the records involved, please contact me at your earliest convenience.

Thank you for your prompt consideration of this request.

Sincerely,

A handwritten signature in black ink that reads "John F. Stibal".

John F. Stibal
Director, Department of Development

JFS:bjb

Attachment

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Obsolete Documents to be Destroyed

Any document related to the U.S. Department of Housing and Urban Development (HUD) Section 8 Housing Choice Voucher (HCV), Veterans Affairs Supportive Housing (VASH), or Project Based Voucher (PBV) Programs;

Tax Increment Financing files and supporting documents;

Planning files, applications, plans, and supporting documents;

Community Development Block Grant (CDBG) files and supporting documents;

General correspondences.