



**CITY ADMINISTRATIVE OFFICE**

**PAUL M. ZIEHLER**  
*City Administrative Officer*  
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May 2, 2014

The Honorable Mayor Dan Devine  
and Members of the Common Council  
7525 W. Greenfield Avenue  
West Allis WI 53214

Dear Mayor Devine and Common Council Members:

This letter is to request permission to destroy certain records that are obsolete and therefore no longer needed. They are as follows:

1. Intergovernmental Cooperation Council/Wisconsin Humane Society/Intergovernmental Pound Budget Committee
2. Y2K
3. 1993-1996 West Allis Memorial Hospital Board and Committees
4. Planning and construction documents related to the new Police Court Center.

Thank you for your attention in this regard. If you have any questions or desire further information or clarification, please contact me.

Sincerely,

A handwritten signature in cursive script that reads "Paul M. Ziehler".

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

PMZ:jfw