



City Attorney's Office

Scott E. Post
City Attorney

Sheryl L. Kuhary
Jenna R. Merten
Nicholas S. Cerwin
Assistant City Attorneys

May 1, 2018

Mayor and Common Council
City of West Allis

RE: Destruction of Public Records

Dear Mayor and Council Members:

Pursuant to Section 19.21(4) of the Wisconsin Statutes and Section 1.09 of the West Allis Revised Municipal Code, this is notice to you that the City Attorney's Office intends to destroy *various folders of Personnel files pertaining to subrogation claims, discrimination complaints and disciplinary matters*. None of the records involved are required to be preserved by ordinance or resolution of the Common Council.

We are required to provide sixty (60) days written notice of our intent to the Common Council. The Wisconsin Historical Society has waived notification of these categories of records.

Should you have any questions about the records involved, please so advice.

Thank you for your prompt consideration of this request.

Sincerely,

Scott E. Post
City Attorney

SEP:kp
L/Storage Boxes/ltr-Destruction of Records5.2018