



PUBLIC LIBRARY
7421 West National Avenue
West Allis, Wisconsin 53214-4699

June 12, 2014

Mayor Dan Devine and
Members of the Common Council
City Hall
West Allis, Wisconsin 53214

To Mayor Devine and Council Members:

I am requesting permission to destroy the following paper records stored at the West Allis Public Library:

- Daily Cash Receipts, including cash register tapes, daily tally sheets, and cash account listings, 1989-2009. The paper documents have been scanned in accordance with the established record retention schedule.

We have on file a letter from The State Historical Society of Wisconsin, dated May 30, 2014, declining the library's offer of these records and waiving the sixty-day notification period specified in Wisconsin Statute 19.21. In addition, the letter authorizes the library to dispose of this category of records in the future without further notification to The State Historical Society of Wisconsin.

Thank you for your consideration.

Sincerely,

A handwritten signature in red ink that reads "Michael Koszalka".

Michael Koszalka
Library Director

JN



WISCONSIN
HISTORICAL
SOCIETY

May 30, 2014

Mr. Michael Koszalka
West Allis Public Library Director
7421 W. National Avenue
West Allis, WI 53214-4699

Dear Ms. Koszalka:

Thank you for your letter of May 19, 2014 notifying us of your intention to destroy daily cash receipts, including cash register tapes, daily tally sheets, and cash account listing, 1989-2009.

The Wisconsin Historical Society declines your offer of these records and waives the sixty-day notification period specified in Wisconsin Statute 19.21. Please consider this letter as authorization to dispose of these categories of records in the future without further notification to us. You still are obligated to maintain the records listed above for the minimum time specified in the statutes.

Sincerely,

Matt Blessing
State Archivist and Administrator for the
Library-Archives
Wisconsin Historical Society
816 State Street
Madison, WI 53706
(608) 264-6480
matt.blessing@wisconsinhistory.org

MB/vwf