



CITY CLERK/TREASURER'S OFFICE

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

www.ci.west-allis.wi.us

Paul M. Ziehler

City Admin. Officer, Clerk/Treasurer

Monica Schultz

Assistant City Clerk

Rosemary West

Treasurer's Office Supervisor

December 21, 2010

Mayor and Common Council
City of West Allis
Wisconsin

Dear Members:

I hereby request permission to destroy various records in the City Clerk/Treasurer's Office in accordance with the provisions of Section 1.09 of the Revised Municipal Code and pursuant to Section 19.21 of the Wisconsin Statutes.

These records consist of transmittal letters to Council and miscellaneous communications for the following:

<u>FILES</u>	<u>YEAR</u>
Claims - file nos. 107, 469, 12 and 321	2003
Reports of Municipal Judge	2008
Economic Interest Statements pursuant to sec. 3.7(d) of the RMC	varies
Board of Review file material	2003
License Applications-Liquor Related (keep only 4 years)	2005-2006
License Applications-Miscellaneous (keep only 3 years)	2006-2007
License-Class A Beer Letters of Application to Council	2006
License-Class A Liquor Letters of Application to Council	2006
License-Class B Beer Letters of Application to Council	2006
License-Class B Liquor Letters of Application to Council	2006
License-Class C Wine Letters of Application to Council	2006
License-Wholesale Beer Letters of Application to Council	2006
License-Special Class B Beer and Wine Letters of Application to Council	2006
License-Adult Oriented Establishment and Operator Letters of Application to Council	2007
License-Amusement Distributor Letters of Application Council	2007
License-Arcade License Letters of Application Council	2007
License-Dance Hall letters of Application to Council	2007
License-Gun Range Letters of Application to Council	2007
License-Instrumental Music Letters of Application Council	2007
License-Salvage & Recycling Center Letters of Application to Council	2007
License-Mobile Home Park Letters of Application to Council	2007
License-Pawn Broker Letters of Application to Council	2007
License-Pool Table and Bowling Alley Letters of Application to Council	2007
License-Precious Metal & Gem Letters of Application Council	2007
License-Second Hand Dealer Letters of Application to Council	2007
License-Operator (Tavern & Packaged Goods) Letters of Application to Council	2007
License-Tavern Entertainment Letters of Application Council	2007
License-Truck & Trailer Rental Letters of Application Council	2007
License-Used Vehicle Dealer Letters of Application to Council	2007

Appointments – Administrative Appeals Review Board	2008
Appointments – Block Grant Committee	2008
Appointments – Board of Appeals	2007
Appointments – Board of Health	2006
Appointments – Board of Review	2005
Appointments – Business Improvement District	2007
Appointments – Capital Improvement Committee	2007
Appointments – Civil Service Commission	2005
Appointments – Commission on Aging	2007
Appointments – Community Celebrations Committee	2007
Appointments – Community Communications Corp.	2008
Appointments – Community Development Authority	2006
Appointments – Economic Development Partnership Committee	2007
Appointments – Electrical Review Board	2008
Appointments – Ethics Board	2007
Appointments – Fair Housing Board	2007
Appointments – Historical Commission	2005
Appointments – Plan Commission	2007
Appointments – Police & Fire Commission	2005
Appointments – Property Maintenance Code Appeals Board	2008
Appointments – Public Beautification	2008
Appointments – West Allis Library Board	2007
Appointments – Youth Commission	2006
Clerk’s Office-Miscellaneous Receipts (keep only 7 years)	2003
Clerk’s Office-Remittance to City Treasurer (keep only 7 years)	2003
Clerk’s Office-Special Assessment Receipts (keep only 7 years)	2003

Sincerely,

Paul M. Ziehler
City Administrative Officer
Clerk/Treasurer

MS/jml