



DEPARTMENT OF ADMINISTRATION & FINANCE
FINANCE DIVISION

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Honorable Mayor and Common Council

Ladies and Gentlemen:

We are requesting approval to destroy certain payroll and financial records, older than 7 years, that have not been scanned, in accordance with the City's records retention policy, noted in Section 1.09 of the West Allis Revised Municipal Code.

Sincerely,

Mark Wyss
Comptroller/Manager of Finance

MW:mw