



MASON J. POOLER
FIRE CHIEF



CITY of WEST ALLIS
FIRE DEPARTMENT

June 19, 2018

Mayor and Common Council
City of West Allis

RE: Destruction of Public Records

Mr. Mayor and Common Council:

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 West Allis Fire Department intends to destroy certain obsolete public records as shown below. None of the involved records 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 State Historical Society has waived notification of the destruction of the following records:

- 1) Daily activity logs of employees (non-emergency) prior to 2011
- 2) Intradepartmental communication forms prior to 2011
- 3) Job applications prior to 2011

The Wisconsin Historical Society has been notified of the intended destruction of the following records:

- 1) Training records of retired department members prior to 1993
- 2) Vacation records of department members prior to 1998
- 3) Record request forms prior to 2011
- 4) Candidate Physical Agility Test (CPAT) applications and results prior to 2011

If you have any questions, please reach out to me.

Respectfully,

Mason Pooler
Fire Chief