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City of West Allis Matter Summary

7525 W. Greenfield Ave.
West Allis, WI 53214

File Number	Title	Status
2006-0258	Communication	In Committee
	City Administrative Officer, Clerk/Treasurer communication requesting permission to destroy certain records.	
	Introduced: 5/2/2006	Controlling Body: Advisory Committee

COMMITTEE RECOMMENDATION APPROVAL

ACTION DATE:	MOVER	SECONDER		AYE	NO	PRESENT	EXCUSED
<u>MAY 02 2006</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Barczak	<input checked="" type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>	Czaplewski				
	<input type="checkbox"/>	<input type="checkbox"/>	Dobrowski	<input checked="" type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>	Kopplin				
	<input type="checkbox"/>	<input type="checkbox"/>	Lajsic				
	<input type="checkbox"/>	<input type="checkbox"/>	Narlock				
	<input type="checkbox"/>	<input type="checkbox"/>	Reinke	<input checked="" type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>	Sengstock				
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Vitale	<input checked="" type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>	Weigel	<input checked="" type="checkbox"/>			
		TOTAL		<u>5</u>	<u>1</u>		

SIGNATURE OF COMMITTEE MEMBER

Roddie Reinke _____
 Chair Vice-Chair Member

COMMON COUNCIL ACTION approval

ACTION DATE:	MOVER	SECONDER		AYE	NO	PRESENT	EXCUSED
<u>5-2-06</u>	<input type="checkbox"/>	<input type="checkbox"/>	Barczak	<input checked="" type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>	Czaplewski	<input checked="" type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>	Dobrowski	<input checked="" type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>	Kopplin	<input checked="" type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>	Lajsic	<input checked="" type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>	Narlock	<input checked="" type="checkbox"/>			
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Reinke	<input checked="" type="checkbox"/>			
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Sengstock	<input checked="" type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>	Vitale	<input checked="" type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>	Weigel	<input checked="" type="checkbox"/>			
		TOTAL		<u>10</u>	<u>1</u>		



CITY OF WEST ALLIS

WISCONSIN



City Clerk/Treasurer Office

PAUL M. ZIEHLER
*City Administrative Officer
Clerk/Treasurer*

ROSEMARY WEST
*Treasurer's Office Supervisor
Senior Accountant*

MONICA SCHULTZ
Assistant City Clerk

May 9, 2006

Mayor Jeannette Bell
Members of the West Allis Common Council

Dear Mayor and Common Council:

The City Clerk/Treasurer's office request permission to dispose of a number of obsolete City records. The attached is a detailed listing. This request is made pursuant to Section 19.21 Wisconsin Statutes and West Allis Ordinance 1.09.

A letter from the State Historical Society of WI dated 2/16/95 waives the sixty day notification period specified in Wisconsin Statute 19.21 (4) and gives us authorization to dispose of these categories of records.

Thank you for your consideration.

Sincerely,

A handwritten signature in cursive script that reads 'Paul M. Ziehler'.

Paul M. Ziehler
City Administrative Officer
City Clerk/Treasurer

PMZ:cms

attachment

CITY OF WEST ALLIS CLERK/TREASURER'S OFFICE OBSOLETE RECORDS
(FOR 2006 YEAR – 2004 TAX YEAR)

CHECKS

General	1997 and Prior
Payroll	1997 and Prior
Trust	1997 and Prior
Transfer	1997 and Prior

CHECK REGISTERS

General	1997 and Prior
Payroll	1999 and Prior

OUTSTANDING CHECK LISTS

General	1997 and Prior
Payroll	1997 and Prior
Trust	1997 and Prior

BANK STATEMENT

M & I Bank Statement	1997 and Prior
Tri City Bank Statement	1997 and Prior

BANK DEPOSIT RECEIPTS

General	1997 and Prior
Payroll	1997 and Prior
Trust	1997 and Prior
Transfer	1997 and Prior

BANK DEPOSIT BOOKS

General	1997 and Prior
Payroll	1997 and Prior
Trust	1997 and Prior
Transfer	1997 and Prior

RECEIPTS

Tax Receipts	1997 and Prior
General Treasurer's Receipts	1997 and Prior
Deferred Special Assmnt. Receipts	1997 and Prior
Personal Property Tax Receipts	1997 and Prior

PERSONAL PROPERTY TAX ROLL 1989 and Prior

PPT BILLS 2000 and Prior

GENERAL CORRESPONDENCE 1996 and Prior

TAX SETTLEMENT RECORDS 1997 and Prior

INVESTMENT RECORDS 1997 and Prior

REFUND INFORMATION 1997 and Prior

END OF DAY ROLLS AND REPORTS 1990 and Prior