



City of West Allis

7525 W. Greenfield Ave.
West Allis, WI 53214

Resolution: R-2015-0216

File Number: R-2015-0216

Final Action:

Sponsor(s): Advisory Committee

NOV 17 2015

Resolution Relative to Amending the City of West Allis Policies & Procedures Manual No. 908, Records Retention Policy, Under City Clerk.

WHEREAS, Policy No. 908, Records Retention, was originally included in the City of West Allis Policies & Procedures Manual on May 4, 1993, and updated on January 1, 1998; and,

WHEREAS, it is necessary to amend said policy at this time.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of West Allis that Policy No. 908, Records Retention, is approved as presented in the attached restatement.

BE IT FURTHER RESOLVED that the City Administrator is authorized and directed to include the amended Policy No. 908 in the City's Policies & Procedures Manual and distribute said policy to all departments, divisions and offices.

ADOPTED

NOV 17 2015

APPROVED

11/24/15

Monica Schultz, City Clerk

Dan Devine, Mayor