

70.



# City of West Allis Matter Summary

7525 W. Greenfield Ave.  
West Allis, WI 53214

File Number	Title	Status
2007-0166	Communication	In Committee
	Human Resource Manager communication requesting permission to destroy certain records.	
	Introduced: 4/3/2007	Controlling Body: Advisory Committee

## APPROVAL

### COMMITTEE RECOMMENDATION

ACTION DATE:	MOVER	SECONDER		AYE	NO	PRESENT	EXCUSED
APR 3 2007	<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		5	0		

### SIGNATURE OF COMMITTEE MEMBER

*Reinke* \_\_\_\_\_  
 Chair Vice-Chair Member

### COMMON COUNCIL ACTION approval

ACTION DATE:	MOVER	SECONDER		AYE	NO	PRESENT	EXCUSED
APR 3 2007	<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 checked="" type="checkbox"/>	Narlock	<input checked="" type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>	Reinke	<input checked="" type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>	Sengstock	<input checked="" type="checkbox"/>			
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Vitale	<input checked="" type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>	Weigel	<input checked="" type="checkbox"/>			
		TOTAL		10	1		



RECEIVED

MAR 22 2007

CITY OF WEST ALLIS  
CLERK/TREASURER



DEPARTMENT OF ADMINISTRATION & FINANCE  
HUMAN RESOURCES DIVISION

414/302-8270  
414/302-8275 (Fax)

City Hall  
7525 West Greenfield Avenue  
West Allis, Wisconsin 53214

[www.ci.west-allis.wi.us](http://www.ci.west-allis.wi.us)

March 22, 2007

Honorable Mayor and  
Members of the Common Council  
West Allis, Wisconsin

Dear Mayor Bell and Council Members:

I respectfully request permission to destroy the records enumerated below in accordance with State Statute 19.21(4) and City Ordinance 1.09. Please note, in April 1994, the Human Resources Division received approval from the State Historical Society for waiver of notification to their agency for future destruction of Human Resources Division's records.

Records to be Destroyed after Microfilming/Electronic Scanning:

- Unemployment Compensation records – 1991 to 1999
- Family Medical Leave Act (employee requests) – 1993 to 1999
- Civil Service Commission communications – 1986 to 1998
- Application Additional Information Sheets – 1993 to June 2001
- Life Insurance Annual Renewal Census reports – 1994 to 1999
- Humana Insurance Company miscellaneous communications – 1992 to 2003
- Health and Dental Insurance Terminated Employee/Retiree records (enrollment and change forms) – 1997 to 2003
- Health Insurance Pharmacy Management reports – 1997 to 2000
- Miscellaneous Health and Dental Insurance reports – 1997 to 02-28-2004
- Non-Civil Service Employee records – 1950 to 1999

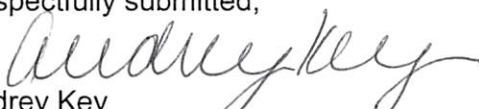
Records to be Destroyed (Not Microfilmed/Scanned):

- Recruitment Examination files – 1991 to 1992, 1994 to 1996
- Life Insurance Billing – 1994 to 2003\*
- Health Insurance Billing – 1997 to 2003\*
- Dental Insurance Billing – 1997 to 2003\*
- Fire Fighter Recruitment Applications – 1991 and 1995

\*these records are also maintained by the Finance Division

Thank you for your attention to this request; the Human Resources Division awaits your approval.

Respectfully submitted,

  
Audrey Key  
Human Resources Manager

cc: Paul Ziehler  
HR Staff