



Monica Schultz
City Clerk
City Clerk's Office
414.302.8220
mschultz@westalliswi.gov

December 19, 2017

Mayor and Common Council
City of West Allis
Wisconsin

Dear Members:

I hereby request permission to destroy various records in the Office of the City Clerk in accordance with the provisions of Section 1.09 of the Revised Municipal Code and pursuant to Section 19.21 of the Wisconsin Statutes.

These records consist of transmittal letters to Council and miscellaneous communications for the following:

FILES	YEAR
Claims – (Legistar file year)	2011
Reports of Municipal Judge (Legistar file year)	2015
Economic Interest Statements pursuant to sec. 3.7(d) of the RMC	varies
Board of Review file material	2011
Clerk's Office-Miscellaneous Receipts (keep only 7 years)	2011
Clerk's Office-Remittance to City Treasurer (keep only 7 years)	2011
Clerk's Office-Special Assessment Receipts (keep only 7 years)	2011

FILES - LICENSE	LICENSE YEAR
License Applications-Liquor Related (keep only 4 years)	2013-2014
License Applications-Miscellaneous (keep only 3 years)	2014-2015
License-Class A Beer Letters of Application to Council	2013-2014
License-Class A Liquor Letters of Application to Council	2013-2014
License-Class B Beer Letters of Application to Council	2013-2014
License-Class B Liquor Letters of Application to Council	2013-2014
License-Class C Wine Letters of Application to Council	2013-2014
License-Wholesale Beer Letters of Application to Council	2013-2014
License-Special Class B Beer and Wine Letters of Application to Council	2013-2014
License-Adult Oriented Establishment and Operator Letters of Application to Council	2013-2014
License-Amusement Distributor Letters of Application Council	2013-2014
License-Arcade License Letters of Application Council	2013-2014
License-Dance Hall letters of Application to Council	2013-2014
License-Gun Range Letters of Application to Council	2013-2014
License-Instrumental Music Letters of Application Council	2013-2014

License-Salvage & Recycling Center Letters of Application to Council	2013-2014
License-Mobile Home Park Letters of Application to Council	2013-2014
License-Pawn Broker Letters of Application to Council	2013-2014
License-Phonograph Distributor Letters of Application to Council	2013-2014
License-Pool Table and Bowling Alley Letters of Application to Council	2013-2014
License-Precious Metal & Gem Letters of Application Council	2013-2014
License-Second Hand Dealer Letters of Application to Council	2013-2014
License-Operator (Tavern & Packaged Goods) Letters of Application to Council	2013-2014
License-Tavern Entertainment Letters of Application Council	2013-2014
License-Truck & Trailer Rental Letters of Application Council	2013-2014
License-Used Vehicle Dealer Letters of Application to Council	2013-2014

FILES-APPOINTMENTS:	TERM EXPIRES:
Appointments – Administrative Appeals Review Board	2011
Appointments – Block Grant Committee	2011
Appointments – Board of Appeals	2011
Appointments – Board of Health	2011
Appointments – Board of Review	2011
Appointments – Business Improvement District	2011
Appointments – Capital Improvement Committee	2011
Appointments – Civil Service Commission	2011
Appointments – Commission on Aging	2011
Appointments – Community Celebrations Committee	2011
Appointments – Community Communications Corp.	2011
Appointments – Community Development Authority	2011
Appointments – Economic Development Partnership Committee	2011
Appointments – Electrical Review Board	2011
Appointments – Ethics Board	2011
Appointments – Fair Housing Board	2011
Appointments – Historical Commission	2011
Appointments – Plan Commission	2011
Appointments – Police & Fire Commission	2011
Appointments – Property Maintenance Code Appeals Board	2011
Appointments – Public Beautification	2011
Appointments – Suggestion Award	2011
Appointments – Weed Commissioner	2011
Appointments – West Allis Library Board	2011
Appointments – Youth Commission	2011

Sincerely,



Monica Schultz
City Clerk

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