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City of West Allis Matter Summary

7525 W. Greenfield Ave.
West Allis, WI 53214

File Number	Title	Status
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2011-0309 Communication Introduced

We are requesting approval to destroy certain payroll and financial records. These records include payroll registers, journal entries, vouchers and back-up and other miscellaneous records, all older than 7 years, in accordance with the City's records retention policy, noted in Section 1.09 of the West Allis Revised Municipal Code.

Introduced: 5/17/2011

Controlling Body: Advisory Committee

APPROVAL

COMMITTEE RECOMMENDATION

ACTION DATE:	MOVER	SECONDER		AYE	NO	PRESENT	EXCUSED
MAY 17 2011			Barczak				
			Czaplewski				
		✓	Kopplin	✓			
			Lajsic				
			Narlock	✓			
			Reinke	✓			
			Roadt	✓			
			Sengstock				
			Vitale		✓		
			Weigel				
		TOTAL		5	0		

SIGNATURE OF COMMITTEE MEMBER

Reinke
Chair

Vice-Chair

Member

COMMON COUNCIL ACTION

Approval

ACTION DATE:	MOVER	SECONDER		AYE	NO	PRESENT	EXCUSED
MAY 17 2011			Barczak	✓			
			Czaplewski	✓			
			Kopplin	✓			
			Lajsic	✓			
		✓	Narlock	✓			
			Reinke	✓			
			Roadt	✓			
			Sengstock	✓			
			Vitale	✓			
			Weigel	✓			
		TOTAL		10	—		



DEPARTMENT OF ADMINISTRATION & FINANCE
FINANCE DIVISION

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May 12, 2011

Honorable Mayor and Common Council

Ladies and Gentlemen:

We are requesting approval to destroy certain payroll and financial records, older than 7 years, that have not been scanned, in accordance with the City's records retention policy, noted in Section 1.09 of the West Allis Revised Municipal Code.

Sincerely,

Gary Schmid
Comptroller/Manager of Finance

GS:mw