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City of West Allis Matter Summary

7525 W. Greenfield Ave.
West Allis, WI 53214

File Number	Title	Status
2003-0724	Request	In Committee
	City Administrative Officer, Clerk/Treasurer communication requesting permission to destroy certain records.	
	Introduced: 12/2/2003	Controlling Body: Advisory Committee

COMMITTEE RECOMMENDATION approval

ACTION DATE:	MOVER	SECONDER		AYE	NO	PRESENT	EXCUSED
<u>12-2-03</u>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Barczak	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	Czaplewski	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	Kopplin	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	Lajsic	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	Narlock	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	Reinke	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	Sengstock	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	Trudell	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	Vitale	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	Weigel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			TOTAL	<u>5</u>	<u>0</u>		

SIGNATURE OF COMMITTEE MEMBER (RECORDER)

Reinke _____
 Chair Vice-Chair Member

COMMON COUNCIL ACTION approval

ACTION DATE:	MOVER	SECONDER		AYE	NO	PRESENT	EXCUSED
<u>12-2-03</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Barczak	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	Czaplewski	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	Kopplin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	Lajsic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	Narlock	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	Reinke	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	Sengstock	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Trudell	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	Vitale	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	Weigel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			TOTAL				

unanimous



CITY OF WEST ALLIS

WISCONSIN



City Clerk/Treasurer Office

December 2, 2003

Mayor and Common Council
City of West Allis
Wisconsin

Paul M. Ziehler
*City Administrative Officer
Clerk/Treasurer*

Dorothy E. Steinke
Deputy City Treasurer

Monica Schultz
Assistant City Clerk

Dear Members:

I hereby request permission to destroy various records in the City Clerk/Treasurer's Office 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:

<u>FILE</u>	<u>TITLE</u>	
12	Claims, Injury (keep only 7 years)	1996
18	Police & Fire Commission Appointment Letters	2000
26	Civil Service Commission Appointment Letters	2000
73	West Allis Library Board Appointment Letters	2000
76	Public Beautification Appointment Letters	2000
105	Reports of Municipal Judge	2001
107	Claims (keep only 7 years)	1996
122	License-Tavern Letters of Application to Council	1999
138	License-Class B Beer Letters of Application to Council	1999
139	License-Class A Liquor Letters of Application to Council	1999
141	License-Special Class B Beer Ltrs of Application Council	1999
143	License-Class A Beer Letters of Application to Council	1999
144	License-Tavern & Package Opr Ltrs of Application Council	1999
145	License-Dance Hall Letters of Application to Council	1999
146	License-Pool, Bowling Letters of Application to Council	1999
168	License-Used Veh Dealer Letters of Application to Council	1999
169	Board of Appeals Appointment Letters	2000
235	License-Mobile Home Park Letters of Application to Council	1999
313	License-Arcade Operator Letters of Application Council	1999
321	Claims, Property (keep only 7 years)	1996
333	License-Gun Range Letters of Application to Council	1999
402	License-Wholesale Beer Letters of Application to Council	1999
422	License-Motor Veh Salvage Letters of Application Council	1999



CITY OF WEST ALLIS

Mayor and Common Council

December 7, 2003

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WISCONSIN



City Clerk/Treasurer Office

<u>FILE</u>	<u>TITLE</u>	
463	Claims, Auto (keep only 7 years)	1996
594	License-Amusement Distributor Ltrs of Application Council	1999
924	License-Pawn Dealer Letters of Application to Council	1999
1195	Public Works Committee Appointments	2000
1195	Public Works Committee Agendas	2002
1730	Administration & Finance Committee Agendas	2002
1980	License & Health Committee Agendas	2002
2037	Commission on Aging Appointments	2000
2093	Committee, Matters Referred	2001
2164	License-Truck & Trailer Letters of Application Council	1999
2414	Community Development Act Committee Appointment Letters	1999
2414	Block Grant Committee Appointment Letters	1999
2476	Administrative Appeals Review Board Appointment Letters	1999
2483	License-Instrumental Music Letters of Application Council	1999
2484	License-Tavern Entertainment Ltrs of Application Council	1999
2566	Fair Housing Board Appointment Letters	2000
2617	Cable TV Advisory Council Appointment Letters	1999
2634	License-Precious Metal & Gem Ltrs of Application Council	1999
2635	License-Second Hand Letters of Application to Council	1999
2667	License-Junk Yard Letters of Application to Council	1999
2678	License Applications-Liquor Related (keep only 4 years)	1999-2000
	License Applications-Miscellaneous (keep only 3 years)	1999-2000
	Clerk's Office-Miscellaneous Receipts (keep only 7 years)	1996
	Remittance to City Treasurer (keep only 7 years)	1996
	Special Assessment Receipts (keep only 7 years)	1996

Paul M. Ziehler
City Administrative Officer
Clerk/Treasurer

Dorothy E. Steinke
Deputy City Treasurer

Monica Schultz
Assistant City Clerk

Sincerely,

Paul M. Ziehler
City Administrative Officer
City Clerk/Treasurer

/dlm