

February 25, 2013

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,

Mark Wyss  
Comptroller/Manager of Finance

MW:mw