

49.



# City of West Allis Matter Summary

7525 W. Greenfield Ave.  
West Allis, WI 53214

File Number	Title	Status
2007-0115	Communication	In Committee
Communication from the Director of Building Inspections & Zoning requesting permission to destroy various departmental records.		
Introduced: 2/26/2007		Controlling Body: Advisory Committee

## APPROVAL

### COMMITTEE RECOMMENDATION

ACTION DATE:	MOVER	SECONDER		AYE	NO	PRESENT	EXCUSED
MAR - 6 2007		✓	Barczak	✓			
			Czaplewski				
			Dobrowski	✓			
			Kopplin				
			Lajsic				
			Narlock				
			Reinke	✓			
			Sengstock				
		✓		Vitale	✓		
				Weigel	✓		
			TOTAL	5	1		

### SIGNATURE OF COMMITTEE MEMBER

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

### COMMON COUNCIL ACTION

*approved*

ACTION DATE:	MOVER	SECONDER		AYE	NO	PRESENT	EXCUSED
3-6-07			Barczak	✓			
			Czaplewski	✓			
			Dobrowski	✓			
			Kopplin	✓			
			Lajsic	✓			
			Narlock	✓			
		✓		Reinke	✓		
			✓	Sengstock	✓		
				Vitale	✓		
				Weigel	✓		
			TOTAL	10	1		



# CITY OF WEST ALLIS

WISCONSIN



Department of Building Inspections & Zoning

TED ATKINSON  
Director

February 23, 2007

City of West Allis  
Honorable Mayor Jeannette Bell and Common Council Members

RE: Permission to Destroy Certain Building Inspection Department Records

Dear Mayor Bell and Common Council Members:

I am requesting to destroy the following records in accordance with City of West Allis Revised Municipal Code Section 1.09 and subject to approval by the State of Wisconsin Historical Society.

Record

Volume

- |  |                                      |
|--|--------------------------------------|
| <p>1. Property File information (paper) retained after purging as stated in my recent correspondence to you dated February 1, 2007 (copy attached). This file information includes all permit applications, issued building permits, correspondence, Board of Appeals, building plans with related information, property maintenance Notice/Orders and court cases, all being related to the property file. This includes building permit records from Milwaukee County (township permits) before incorporation as a village, to 1924 when the department started keeping records, up to June 1, 2007, when the department anticipates beginning optical scanning of all file information.</p> | <p>177 legal files. ± 211 cu ft.</p> |
|--|--------------------------------------|

All this file information will be retained by optical scanning of all file information and then destroying all file information. The records will be stored on CD's for future retrieval as well as within a City owned and maintained computer server.

Please contact me if you have any questions regarding this subject.

Sincerely,

Ted Atkinson, Director  
Building Inspections and Zoning

Attachments

cc: City of West Allis Historical Society  
Department File – Public Records

TA/dl  
City Hall, 7525 West Greenfield Avenue 53214 ■ Phone (414)302-8400 ■ Fax (414)302-8402 ■ TDD (414)302-8432

<http://www.ci.west-allis.wi.us>



7525 West Greenfield Avenue  
West Allis, Wisconsin 53214-4688



**CITY CLERK/TREASURER OFFICE**

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

**Rosemary West**  
*Treasurer's Office Supervisor  
Senior Accountant*

**Monica Schultz**  
*Assistant City Clerk*

414/302-8200  
414/302-8207 (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 8, 2007

Ted Atkinson  
Building Inspections & Zoning

Dear Mr. Atkinson:

On March 6, 2007, the Common Council approved the following communication:

- Building & Zoning request for permission to destroy records in accordance with Section 1.09 of the Revised Municipal Code.

Thank you for your attention in this regard.

Sincerely,

Monica Schultz  
Assistant City Clerk

/amn