



CITY CLERK/TREASURER'S OFFICE
 414/302-8200 or 414/302-8207 (Fax)
www.ci.west-allis.wi.us
Paul M. Ziehler
City Admin. Officer, Clerk/Treasurer
Monica Schultz
Assistant City Clerk
Rosemary West
Treasurer's Office Supervisor

December 16, 2008

Mayor and Common Council
 City of West Allis
 Wisconsin

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>FILES</u>	<u>YEAR</u>
Claims - file nos. 107, 469, 12 and 321	2001
Reports of Municipal Judge	2006
Economic Interest Statements pursuant to sec. 3.7(d) of the RMC	See 3.7(d)
Board of Review file material	2001
License Applications-Liquor Related (keep only 4 years)	2003-2004
License Applications-Miscellaneous (keep only 3 years)	2004-2005
License-Class A Beer Letters of Application to Council	2004
License-Class A Liquor Letters of Application to Council	2004
License-Class B Beer Letters of Application to Council	2004
License-Class B Liquor Letters of Application to Council	2004
License-Class C Wine Letters of Application to Council	2004
License-Wholesale Beer Letters of Application to Council	2004
License-Special Class B Beer and Wine Letters of Application to Council	2004
License-Adult Oriented Establishment and Operator Letters of Application to Council	2005
License-Amusement Distributor Letters of Application Council	2005
License-Arcade License Letters of Application Council	2005
License-Dance Hall letters of Application to Council	2005
License-Gun Range Letters of Application to Council	2005
License-Instrumental Music Letters of Application Council	2005
License-Salvage & Recycling Center Letters of Application to Council	2005
License-Mobile Home Park Letters of Application to Council	2005
License-Pawn Broker Letters of Application to Council	2005
License-Pool Table and Bowling Alley Letters of Application to Council	2005
License-Precious Metal & Gem Letters of Application Council	2005
License-Second Hand Dealer Letters of Application to Council	2005
License-Operator (Tavern & Packaged Goods) Letters of Application to Council	2005
License-Tavern Entertainment Letters of Application Council	2005
License-Truck & Trailer Rental Letters of Application Council	2005
License-Used Vehicle Dealer Letters of Application to Council	2005

Appointments – Administrative Appeals Review Board	2006
Appointments – Block Grant Committee	2006
Appointments – Board of Appeals	2005
Appointments – Board of Health	2004
Appointments – Board of Review	2003
Appointments – Business Improvement District	2005
Appointments – Capital Improvement Committee	2005
Appointments – Civil Service Commission	2003
Appointments – Commission on Aging	2005
Appointments – Community Celebrations Committee	2005
Appointments – Community Communications Corp.	2006
Appointments – Community Development Authority	2004
Appointments – Economic Development Partnership Committee	2005
Appointments – Electrical Review Board	2006
Appointments – Ethics Board	2005
Appointments – Fair Housing Board	2005
Appointments – Historical Commission	2003
Appointments – Plan Commission	2005
Appointments – Police & Fire Commission	2003
Appointments – Property Maintenance Code Appeals Board	2006
Appointments – Public Beautification	2006
Appointments – West Allis Library Board	2005
Appointments – Youth Commission	2004
Clerk’s Office-Miscellaneous Receipts (keep only 7 years)	2001
Clerk’s Office-Remittance to City Treasurer (keep only 7 years)	2001
Clerk’s Office-Special Assessment Receipts (keep only 7 years)	2001

Sincerely,



Paul M. Ziehler
City Administrative Officer
Clerk/Treasurer

MS/jml