

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.

<u>Record</u>	<u>Volume</u>
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.	177 legal files. ± 211 cu ft.

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