



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

June 29, 2009

Mayor Dan Devine
Members of the West Allis Common Council

Dear Mayor and Common Council:

The City Clerk/Treasurer's office request permission to dispose of a number of obsolete City records. The attached is a detailed listing. This request is made pursuant to Section 19.21 Wisconsin Statutes and West Allis Ordinance 1.09.

A letter from the State Historical Society of WI dated 2/16/95 waives the sixty day notification period specified in Wisconsin Statute 19.21 (4) and gives us authorization to dispose of these categories of records.

Thank you for your consideration.

Sincerely,

A handwritten signature in cursive script that reads "Paul M. Ziehler".

Paul M. Ziehler
City Administrative Officer
City Clerk/Treasurer

PMZ:cms

attachment

CITY OF WEST ALLIS CLERK/TREASURER'S OFFICE OBSOLETE RECORDS
(FOR 2008 YEAR -- 2007 TAX YEAR)

CHECKS

General	2000 and Prior
Payroll	2000 and Prior
Trust	2000 and Prior
Transfer	2000 and Prior

CHECK REGISTERS

General	2000 and Prior
Payroll	2002 and Prior

OUTSTANDING CHECK LISTS

General	2000 and Prior
Payroll	2000 and Prior
Trust	2000 and Prior

BANK STATEMENT

M & I Bank Statement	2000 and Prior
Tri City Bank Statement	2000 and Prior

BANK DEPOSIT RECEIPTS

General	2007 and Prior
Payroll	2007 and Prior
Trust	2007 and Prior
Transfer	2007 and Prior

BANK DEPOSIT BOOKS

General	2007 and Prior
Payroll	2007 and Prior
Trust	2007 and Prior
Transfer	2007 and Prior

RECEIPTS

Tax Receipts	2000 and Prior
General Treasurer's Receipts	2000 and Prior
Deferred Special Assmnt. Receipts	2000 and Prior
Personal Property Tax Receipts	2000 and Prior

PERSONAL PROPERTY TAX ROLL 1992 and Prior

PPT BILLS 2002 and Prior

GENERAL CORRESPONDENCE 2000 and Prior

TAX SETTLEMENT RECORDS 2002 and Prior

INVESTMENT RECORDS 2000 and Prior

REFUND INFORMATION 2000 and Prior

END OF DAY ROLLS AND REPORTS 1992 and Prior