



**CITY CLERK/TREASURER'S OFFICE**  
 414/302-8200 or 414/302-8207 (Fax)  
 www.westalliswi.gov  
**Paul M. Ziebler**  
*City Admin. Officer, Clerk/Treasurer*  
**Monica Schultz**  
*Assistant City Clerk*  
**Rosemary West**  
*Treasurer's Office Supervisor*

December 20, 2011

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:


<b>FILES</b>	<b>YEAR</b>
Claims – (Legistar file year)	2004
Reports of Municipal Judge (Legistar file year)	2009
Economic Interest Statements pursuant to sec. 3.7(d) of the RMC	varies
Board of Review file material	2004
Clerk's Office-Miscellaneous Receipts (keep only 7 years)	2004
Clerk's Office-Remittance to City Treasurer (keep only 7 years)	2004
Clerk's Office-Special Assessment Receipts (keep only 7 years)	2004

<b>FILES - LICENSE</b>	<b>LICENSE YEAR</b>
License Applications-Liquor Related (keep only 4 years)	2006-2007
License Applications-Miscellaneous (keep only 3 years)	2007-2008
License-Class A Beer Letters of Application to Council	2006-2007
License-Class A Liquor Letters of Application to Council	2006-2007
License-Class B Beer Letters of Application to Council	2006-2007
License-Class B Liquor Letters of Application to Council	2006-2007
License-Class C Wine Letters of Application to Council	2006-2007
License-Wholesale Beer Letters of Application to Council	2006-2007
License-Special Class B Beer and Wine Letters of Application to Council	2006-2007
License-Adult Oriented Establishment and Operator Letters of Application to Council	2007-2008
License-Amusement Distributor Letters of Application Council	2007-2008
License-Arcade License Letters of Application Council	2007-2008
License-Dance Hall letters of Application to Council	2007-2008
License-Gun Range Letters of Application to Council	2007-2008
License-Instrumental Music Letters of Application Council	2007-2008
License-Salvage & Recycling Center Letters of Application to Council	2007-2008
License-Mobile Home Park Letters of Application to Council	2007-2008
License-Pawn Broker Letters of Application to Council	2007-2008
License-Phonograph Distributor Letters of Application to Council	2007-2008
License-Pool Table and Bowling Alley Letters of Application to Council	2007-2008
License-Precious Metal & Gem Letters of Application Council	2007-2008
License-Second Hand Dealer Letters of Application to Council	2007-2008

<b>FILES – LICENSE (Continued)</b>	<b>LICENSE YEAR</b>
License-Operator (Tavern & Packaged Goods) Letters of Application to Council	2007-2008
License-Tavern Entertainment Letters of Application Council	2007-2008
License-Truck & Trailer Rental Letters of Application Council	2007-2008
License-Used Vehicle Dealer Letters of Application to Council	2007-2008

<b>FILES-APPOINTMENTS:</b>	<b>TERM EXPIRES:</b>
Appointments – Administrative Appeals Review Board	2009
Appointments – Block Grant Committee	2009
Appointments – Board of Appeals	2008
Appointments – Board of Health	2007
Appointments – Board of Review	2006
Appointments – Business Improvement District	2008
Appointments – Capital Improvement Committee	2008
Appointments – Civil Service Commission	2006
Appointments – Commission on Aging	2008
Appointments – Community Celebrations Committee	2008
Appointments – Community Communications Corp.	2009
Appointments – Community Development Authority	2007
Appointments – Economic Development Partnership Committee	2008
Appointments – Electrical Review Board	2009
Appointments – Ethics Board	2008
Appointments – Fair Housing Board	2008
Appointments – Historical Commission	2006
Appointments – Plan Commission	2008
Appointments – Police & Fire Commission	2006
Appointments – Property Maintenance Code Appeals Board	2009
Appointments – Public Beautification	2009
Appointments – Suggestion Award	2009
Appointments – Weed Commissioner	2009
Appointments – West Allis Library Board	2008
Appointments – Youth Commission	2007

Sincerely,



Paul M. Ziehler  
 City Administrative Officer  
 Clerk/Treasurer

MS/jml