



City of West Allis

Legislation Text

File #: R-2015-0216, **Version:** 1

Resolution Relative to Amending the City of West Allis Policies & Procedures Manual No. 908, Records Retention Policy, Under City Clerk.

WHEREAS, Policy No. 908, Records Retention, was originally included in the City of West Allis Policies & Procedures Manual on May 4, 1993, and updated on January 1, 1998; and,

WHEREAS, it is necessary to amend said policy at this time.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of West Allis that Policy No. 908, Records Retention, is approved as presented in the attached restatement.

BE IT FURTHER RESOLVED that the City Administrator is authorized and directed to include the amended Policy No. 908 in the City's Policies & Procedures Manual and distribute said policy to all departments, divisions and offices.