



**PUBLIC RECORDS LAW NOTICE
CITY OF MILWAUKEE
DEPARTMENT OF
NEIGHBORHOOD SERVICES**

The Department of Neighborhood Services (DNS) is responsible for all the records of the department and its sections. This includes all notices, warnings, records, processing documentation, newsletters and press releases related to the department's function.

The Mayor has assigned the Commissioner of Neighborhood Services as the legal custodian of all records maintained by DNS. In turn, the following positions have been designated as deputy legal custodians of records:

DEPUTY CUSTODIAN

Business Operations Manager

RECORDS

All records maintained by DNS

Persons interested in records maintained by DNS should inquire at the reception desk at 841 N. Broadway RM 105, between 8:00 A.M. and 4:30 P.M. daily, except Saturdays, Sundays and legal holidays.

If you are seeking records on a property scheduled for court hearing or trial, contact the City Attorney's Office as our records are in their custody at that point. City Attorney is at 841 N. Broadway, Room 716 414-286-2601.

A fee of 25¢ for each page will be collected for the copying of any records. Costs for "locating" a record will be charged to the requester if \$50 or more. If total copying and locating charges exceed \$5, prepayment may be required. Records involving ownership, violations, complaints, and permits are also available on-line at

<http://www.city.milwaukee.gov>

For pre-assistance or questions about making an open records request please contact:

Todd Weiler

Certifications and Communications Coordinator

841 N. Broadway RM 104

Milwaukee, WI 53202

(414) 286-3214

All formal open record requests should be made in writing to:

Commissioner

Department of Neighborhood Service

841 N. Broadway, RM 104

Milwaukee, WI 53202

The request should be as specific as possible and current contact information should be included if we need to clarify the exact nature of the request.

Effective 12/01/2011
DNS-01 tnw V19 1/20/16

OPEN RECORDS REQUEST FOR DNS DOCUMENTS

DATE: _____/_____/_____

TO: COMMISSIONER
Department Of Neighborhood Services
841 N Broadway, Room 104
Milwaukee, WI 53202

RE: DNS OPEN RECORDS REQUEST SINGLE PROPERTY*

for the premise address of: _____

Time Frame (i.e. January 2014 to August 2014) _____

Requesting a record of (check all that apply)

- Violations
- Complaints
- Permits
- Other (describe below)

Requestor (Please Print Name): _____

Requestor Signature : _____ Date _____

Contact Telephone Number (_____) _____

NOTE***Copies are \$.25 per page

When copies are done I want you to:

Call me by phone at: (_____) _____ so I can come and pick them up.

Mail everything to me at: _____
Address

City State Zip

DNS Open Records Policy:

<http://city.milwaukee.gov/DNSinfo/Open-Records-Policy.htm>

DNS On-Line Records:

<http://city.milwaukee.gov/DNSNSS>

**Data on single properties is also available at www.city.milwaukee.gov. If requesting complex reports to be run, please contact Todd Weiler (414) 286-3214 [tweile@milwaukee.gov] for a special request form.*