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FOR IMMEDIATE RELEASE

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FOR INFORMATION CALL

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January 24, 2018

City Clerk **Jim Owczarski**  
(414) 286-2998

## **New digs for the City Records Center**

The **City Records Center** will be relocating to newly improved space inside the City Hall Complex.

According to **City Clerk Jim Owczarski**, the City Records Center (CRC) is set to re-open **Monday, January 29** in its original location, room B-1, following a brief relocation during remodeling. To access the CRC, citizens should enter the Zeidler Municipal Building (841 N. Broadway) and take the elevator to level "B."

During the move to the remodeled space on Friday, January 26, the office will have no access to certain computer data and record information because of ongoing network connectivity work related to the move. However, staff will have access to microfilmed building plans should customers request services connected to those records. Plans requested on Friday may be viewed in the records center, but staff will be unable to make digital or physical copies until connectivity is restored.

"The new space features updated amenities and is user friendly, enabling members of the public and staff to interact in an environment that is open and light," Mr. Owczarski said.

The CRC provides departments with record storage services, information management, and mail services conforming to USPS mail standards in a timely manner and assists in compliance with local, state, and federal record laws. Importantly, the CRC manages the application process for public retrieval of structure plans. The CRC's Document Services Section provides storage, retrieval, preservation and destruction of records in any form for all city departments, as well as consultation regarding records management issues.

Some of the specific services provided include: records media conversion; paper, optical disk, magnetic and microfilm storage; confidential record destruction; and legally compliant digital imaging and microfilming.

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