City of Milwaukee | DEPARTMENT OF NEIGHBORHOOD SERVICES

Public Records Law Notice

10/12/26

ENHANCING DEVELOPMENT • ENGAGING NEIGHBORHOODS • ENSURING SAFETY

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	**RECORDS**
Jeremy McGovern	All records maintained by DNS

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 15¢ for each page may be collected for the copying of any records. Costs for "locating" a record may be charged to the requester if $50 or more. If total copying and locating charges exceed $5, prepayment may be required. Records involving violations, complaints, ownership, and permits are available online at milwaukee.gov/lms.

For assistance or questions about making an open records request contact:
Jeremy McGovern
jmcgov@milwaukee.gov

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.

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Open Records Request Form for DNS Documents

10/12/2026

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

DATE: _____/_____/_____

RE: DNS OPEN RECORDS REQUEST SINGLE PROPERTY*

for the premises address of: _____

Time frame (i.e. Jan. 1, 2024 to Aug. 30, 2024): _____

Requesting a record of (describe in detail what records you need):

_____

_____

_____

_____

*NOTE***Copies are $0.15 per page*

Requestor name: _____

Contact phone number: (_____)_____

When copies are complete I want DNS to:

❑ Email the records to me at this email address:_____

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

❑ Mail everything to me at (will be mailed after prepayment):

Name: _____

Address: _____

City, State, Zip: _____