



DEPARTMENT OF
**NEIGHBORHOOD
SERVICES**

**Public Records
Law Notice**

11/21/2019

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

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 104, 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 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 pre-assistance or questions about making an open records request contact:

Kimberly Madison
841 N. Broadway RM 104
Milwaukee, WI 53202
(414) 286-2543
kimberly.madison@milwaukee.gov

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

Commissioner
Department of Neighborhood Services
841 N. Broadway, RM 104
Milwaukee, WI 53202

Via email: kimberly.madison@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.



DEPARTMENT OF
**NEIGHBORHOOD
SERVICES**

**Open Records
Request Form for
DNS Documents**

11/21/2019

ENHANCING DEVELOPMENT • ENGAGING NEIGHBORHOODS • ENSURING SAFETY

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, 2014 to Aug. 30, 2014): _____

Requesting a record of (check all that apply):

- Violations Complaints Permits Other (describe below)

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

Requestor Name (Optional): _____

Requestor Signature (Optional) : _____

Contact Phone Number: (_____) _____

When copies are complete I want DNS to:

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

Name: _____

Address: _____

City, State, Zip: _____

DNS Open Records Policy: milwaukee.gov/DNSOpenRecordsPolicy