



**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**

Compliance Programs Coordinator

**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 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 ownership, violations, complaints, and permits are also available on-line at [www.milwaukee.gov/lms](http://www.milwaukee.gov/lms)

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

**Steph O'Connor  
841 N. Broadway RM 105  
Milwaukee, WI 53202  
(414) 286-2567  
[soconn@milwaukee.gov](mailto:soconn@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: [soconn@milwaukee.gov](mailto:soconn@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.

# 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)

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Requestor (Optional): \_\_\_\_\_

Requestor Signature (Optional) : \_\_\_\_\_ Date \_\_\_\_\_

Contact Telephone Number: (\_\_\_\_\_) \_\_\_\_\_

NOTE\*\*\*Copies are \$0.15 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: \_\_\_\_\_

Name

Address

City

State

Zip

**DNS Open Records Policy:**

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