

**DEPARTMENT OF EMPLOYEE RELATIONS  
PUBLIC RECORDS NOTICE  
Wisconsin Statutes Section 19.34**

**ACCESS TO PUBLIC RECORDS OF THE DEPARTMENT**

It is the policy of the Department of Employee Relations that all public records requesters are entitled to the greatest possible information regarding the affairs of the Department of Employee Relations and the official acts of its officers and employees. Complete access to public records of the Department of Employee Relations is presumed, consistent with the conduct of the Department of Employee Relations' business. Denial of public access generally is contrary to the public interest and only in exceptional cases may access be denied, unless another law restricts access to all or part of a record because of its confidential nature.

**DESCRIPTION OF DEPARTMENT**

Under Chapter 340-1 of the Milwaukee Code of Ordinances, there is created a department of employee relations, under the supervision of a director of employee relations, with the following responsibilities:

1. Employee benefits administration, including but not limited to health benefits programs for city employees, workers' compensation, injury pay, social security and group life insurance, unless otherwise provided by law or contract.
2. Employee safety.
3. Labor relations.
4. Personnel administration, including providing staff support to the city service commission.

The "local public office" positions include the Director of Employee Relations, Employee Benefits Director and Labor Negotiator.

**DATES AND PLACES AT WHICH  
PUBLIC RECORDS MAY BE OBTAINED**

The times and places where Department of Employee Relations records are available depend upon the nature of the record being requested. The public may obtain access to or copies of the Department of Employee Relations' public records by making an oral or written request of the Director of the Department of Employee Relations, or his/his designee. Institutions and offices with regular office hours shall permit access to public records at all times during those hours, unless otherwise specifically authorized by law. Offices that do not maintain regular office hours are to comply with §19.34(2)(b) and (c) Wis. Stats. The Department's regular office hours are 8:00 a.m. and 4:45 p.m., Monday through Friday, holidays excluded. Verbal requests can be made by phone at (414) 286-3751 or in person at the City Hall, 200 E. Wells Street, Room 706. Written requests may be made to Director of the Department of Employee Relations 200 E. Wells Street, Room 706, Milwaukee, WI 53202; or by email to [Emprel@milwaukee.gov](mailto:Emprel@milwaukee.gov).

## TIME FOR COMPLIANCE

Legal Custodians will respond to public record requests as soon as practicable and without delay by either granting the request or notifying the requester of the decision to deny the request in whole or in part and the reason therefor.

## FEES

The Department of Employee Relations may charge reasonable copy and search fees. The photocopy fee established by our public records policy, except where otherwise set by law, is set at \$0.25 per page (2 sided pages count as 2 pages) plus file retrieval cost, postage, shipping, or other delivery method. If the request is for records to be copied electronically, the copy fee is \$0.07 per page. Reproduction costs will not be charged on a per-page basis if the agency provides electronic copies of records that already existed in electronic format.

There is a \$10.00 certification fee if requested. Any hourly charge imposed for staff time necessary to locate records will be billed at the hourly rate of salary and benefits for the lowest-paid employee capable of performing the task and will not be billed unless the total cost of locating records is \$50 or more. The Department will not charge for the cost of reviewing records for possible redaction or removal of confidential information, in compliance with the Wisconsin Supreme Court's ruling in *Milwaukee Journal Sentinel v. City of Milwaukee*, 2012 WI 65, 341 Wis. 2d 607. The Department may require prepayment of fees if the total copying or search fees exceed \$5. The fees for healthcare records are established by § 146.83 or § 102.03, Wis. Stats., depending on the type of record being requested.

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