

**PUBLIC RECORDS NOTICE**  
**COMMON COUNCIL-CITY CLERK'S OFFICE**

The **Common Council** is the legislative branch of city government, comprised of 15 members elected from separate districts for concurrent 4-year terms. Council members serve on various committees and coordinate the delivery of city services to their constituents. The Common Council appoints the **City Clerk** for a 4-year term. The Clerk is responsible for providing staff and record keeping services for the Common Council and administering a number of other city functions, including licensing and cable television production and regulation. The 15 Common Council members, the City Clerk and the Deputy City Clerk constitute "local public office" positions, as defined in Section 19.32(1dm), Wis. Stats.

The **Central Administration Division** provides office support to the Council members and performs general departmental administrative tasks. Its Council Records Section maintains the records of the Council and its committees as well as the following city bodies:

|                                                                                         |                                   |
|-----------------------------------------------------------------------------------------|-----------------------------------|
| Administrative Review Appeals Board                                                     | Housing Trust Fund Advisory Board |
| Anti-Graffiti Policy Committee                                                          | Sister Cities Committee           |
| Citizen Advisory Committee on the Naming<br>of Public Buildings, Facilities and Streets | Skywalk Design Task Force         |
|                                                                                         | Youth Council                     |

The **Legislative Reference Bureau** maintains a municipal government reference library and performs research, legislative drafting and fiscal analysis for the Council and other city departments.

The **License Division** processes applications for over 100 different licenses and permits and assists the Council in its deliberations regarding licensing matters.

The **Public Information Division** produces a variety of publications, including aldermanic newsletters, arranges press briefings and news releases, maintains web pages for the Council and the Clerk's Office and operates City Channel 25.

**Office Locations:** The offices of the Common Council and City Clerk are located in City Hall at 200 East Wells Street, Milwaukee, Wisconsin. All offices are open from 8:00 a.m. to 4:45 p.m., Monday through Friday (except the License Division which closes for public business at 4:30 p.m.), holidays excluded.

|                                   |            |
|-----------------------------------|------------|
| Common Council                    | Room 205   |
| City Clerk/Central Administration | Room 205   |
| Council Records Section           | Room 205   |
| Legislative Reference Bureau      | Room B-11  |
| License Division                  | Room 105   |
| Public Information Division       | Room 301-K |

**How to Make a Public Records Request**

Requests for records of a Common Council member should be addressed directly to that member. Each Council member is the custodian of the records of their office. Requests for records of the City Clerk's Office may be directed in writing, faxed or made in person to City Clerk Ronald D. Leonhardt, or to any of the following designated legal custodians. Custodians may provide forms for making requests.

|                                                                                |                                                                                                                                                                 |
|--------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Central Administration/Council Records Section<br>Legislative Reference Bureau | Deputy City Clerk Jim Owczarski<br>LRB Manager Barry Zalben<br>Research & Analysis Manager Marianne Walsh                                                       |
| License Division                                                               | License Division Manager Rebecca Barron<br>License Div. Asst. Manager Richard Pfaff<br>License Coordinator Patricia Proffitt<br>License Coordinator Jane Jansen |
| Public Information Division<br>City Channel 25                                 | Publications & Information Mgr. William Arnold<br>Producer Dennis Geraghty                                                                                      |

A charge of 10 cents per page will be collected for the copying of any records, unless special copying is required in which case the actual cost of copying will be charged. The charge for copying an audiotape or video CD is \$2. Costs for locating a record will be charged if they exceed \$50. If total charges exceed \$5, prepayment may be required. An additional \$1.30 per copy will be charged for certified copies.



City  
of

**Milwaukee**

# WISCONSIN PUBLIC RECORDS LAW REQUEST

OFFICE OF THE CITY CLERK LICENSE DIVISION  
200 E. WELLS ST. ROOM 105, MILWAUKEE, WI 53202  
TELEPHONE: (414) 286-2238 FAX: (414) 286-3057  
EMAIL: LICENSE@MILWAUKEE.GOV

(Requests should be faxed, mailed, or made in person at the License Division):

DATE THIS REQUEST PREPARED: \_\_\_\_\_

DESCRIPTION OF THE PUBLIC RECORD(S) TO BE INSPECTED AND/OR A COPY MADE:  
**REQUESTER, PLEASE NOTE:** Under Wisconsin law a request for access to a public record is deemed sufficient if it reasonably describes the requested record or the information requested. However, a request for a record without a reasonable limitation as to subject matter or length of time represented by the record does not constitute a sufficient request." See s. 19.35(l)(h), Wis. Stats. We are unable to provide social security numbers which may be in records which are otherwise available for review. Requests involving lengthy review and copy time must be arranged for in advance by appointment.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PLEASE NOTE:** Under Wisconsin law a request for access to a public record may not be refused "because the person making the request is unwilling to be identified or to state the purpose of the request." See s. 19.35(1) (1), Wis. Stats. You are being asked to provide the information called for below on a **voluntary** basis. You must provide contact information **if making your request by fax or mail.**

Requester Name/Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Purpose of Request: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Cost per copy: \$0.10 per page**

## TO BE COMPLETED BY LEGAL CUSTODIAN OF RECORD REQUESTED OR DEPUTY

DATE AND TIME REQUEST RECEIVED \_\_\_\_\_ MEANS OF DELIVERY TO CUSTODIAN \_\_\_\_\_

ACTION TAKEN:  REQUEST APPROVED IN WHOLE  REQUEST APPROVED IN PART\*  REQUEST DENIED\*

DATE AND TIME REQUEST COMPLIED WITH: \_\_\_\_\_

DATE AND TIME REQUEST DENIED: \_\_\_\_\_

AMOUNT OF FEE IMPOSED ON REQUESTER: \_\_\_\_\_

NAME AND TITLE OF LEGAL CUSTODIAN OR DEPUTY ACTING ON REQUEST: \_\_\_\_\_

\*ATTACH COPY OF ANY WRITTEN STATEMENT OF DENIAL BY LEGAL CUSTODIAN OR DEPUTY.