

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. 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.

The **Legislative Services Division** maintains the records of the Council and its committees and the following city bodies:

Administrative Review Appeals Board	Housing Trust Fund Advisory Board
Anti-Graffiti Policy Committee	Public Transportation Review Board
Capital Improvements Committee	Sister Cities Committee
Citizen Advisory Committee on the Naming of Public Buildings, Facilities and Streets	Skywalk Design Task Force
Historic Preservation Commission	Youth Council
	Zoning Code Technical Committee

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 opens for public business at 8:15 a.m. and closes at 4:30 p.m.), holidays excluded.

Common Council	Room 205
City Clerk/Central Administration	Room 205
Legislative Services Division	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/Legislative Services Division
Legislative Reference Bureau
License Division

Deputy City Clerk Jim Owczarski
LRB Manager Richard Pfaff
License Division Manager Rebecca Grill
License Div. Asst. Manager Linda Elmer
License Coordinator Janice Wagner
Public Information Manager William Arnold
City Channel Manager Dennis Geraghty

Public Information Division
City Channel 25

A charge of 25 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.



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 may 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: \$0.25 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.