

# **NOTICE**

## **OBTAINING INFORMATION AND ACCESS TO RECORDS WITHIN THE CUSTODY OF THE MUNICIPAL GOVERNMENT OF THE CITY OF WEST ALLIS**

**ORGANIZATION.** The City of West Allis is a municipal corporation organized and existing under the laws of the State of Wisconsin. The authorities, consisting of the officers, departments, boards, and commissions, which comprise the structure of the municipal government of the City of West Allis, are set forth herein.

**LEGAL CUSTODIAN.** The following positions are the legal custodians of the records maintained by the authorities of the municipal government of the City of West Allis.

<b>AUTHORITY HAVING CUSTODY OF RECORDS</b>	<b>LEGAL CUSTODIAN</b>
Administrative Appeals Review Board	City Clerk
Beautification Committee	Director of Public Works/City Engineer
Board of Appeals	Director of Building Inspections and Neighborhood Services
Board of Canvassers	City Clerk
Board of Health	Health Commissioner/City Sealer
Board of Police & Fire Commissioners	Secretary of the Board of Police & Fire Commissioners
Board of Review	City Clerk
Capital Improvements Committee	City Administrator
Celebrations Committee	City Administrator
Christmas Planning & Programming Committee	City Administrator
City Administrator	City Administrator
City Assessor	City Assessor
City Attorney	City Attorney
City Clerk	City Clerk
Civil Service Commission	Human Resources Director
Commission on Aging	Health Commissioner/City Sealer
Common Council	City Clerk
Administration & Finance Committee	City Administrator
Advisory Committee	City Clerk
License & Health Committee	City Clerk
Public Works Committee	Director of Public Works/City Engineer
Safety & Development Committee	Director of Development
Community Development Authority	Director of Development
Community Development Block Grant Committee	Director of Development
Department of Building Inspections and Neighborhood Services	Director of Building Inspections & Neighborhood Services
Department of Development	Director of Development
Department of Public Works/Engineering	Director of Public Works/City Engineer
Economic Development (Partnership) Committee	Manager of Community Development
Electrical Review Board	Director of Building Inspections and Neighborhood Services
Ethics Board	City Clerk
Fair Housing Board	Manager of Community Development
Finance / Purchasing / Treasurer Department	Director of Finance/Comptroller/City Treasurer
Fire Department	Fire Chief
Health Department	Health Commissioner/City Sealer
Historical Commission	Director of Development
Human Resources Department	Human Resources Director
Information Technology/Communications Department	Director of Information Technology/Communications
Legislative Committee	City Administrator
Library Board	Library Director
Mayor	Mayor
Municipal Court	Municipal Judge
Municipal Library	Library Director
Plan Commission	Manager of Planning & Zoning
Police Department	Chief of Police
Property Maintenance Appeals Board	Director of Building Inspections and Neighborhood Services
Recycling Committee	Director of Public Works/City Engineer
Youth Commission	Mayor

**ACCESS TO RECORDS.** Except as otherwise indicated, information, access to records, requests for records, and copies of records may be made to or obtained from the designated legal custodian, during the hours of 8 a.m. to 5 p.m., Monday through Friday, except holidays, at the West Allis City Hall, 7525 W. Greenfield Ave., West Allis, WI. Those authorities and legal custodians having alternate locations or hours are:

Board of Police & Fire Commissioners .....8 a.m. to 4 p.m.  
7332 W. National Ave, West Allis WI 53214

Department of Public Works/Engineering...7 a.m. to 3:30 p.m  
Director of Public Works/City Engineer.  
6300 W. McGeoch Ave., West Allis WI 53219

Fire Department/Fire Chief .....8 a.m. to 4 p.m.  
7332 W. National Ave, West Allis WI 53214

Health Department/Health Comm/City Sealer . 8 a.m. to 5 p.m.  
7120 W. National Ave., West Allis WI 53214

Police Department/Police Chief .....7 a.m. to 6 p.m. M-F  
11301 W. Lincoln Ave., West Allis WI 53227

Municipal Library/Library Director. ....9 a.m. to 9 p.m. M&W  
7421 W. National Ave. 12 p.m. to 9 p.m. T&Th  
West Allis WI 53214 9 a.m. to 6 p.m. F&Sat.  
1 p.m. to 5 p.m. Sun.  
(Oct. – April)

### INSPECTION OF AND COPYING RECORDS

1. Except as otherwise provided by law, records may be inspected upon request.
2. The legal custodian may impose reasonable restrictions on the manner of access to original records, which are irreplaceable or easily damaged.
3. In lieu of inspection, copies of records may be requested in writing or in person.

**FEES.** The following fees, plus sales tax and postage, as applicable, shall be paid for reproduction or transportation of records:

	RECORD	CHARGE
1.	Aldermanic district maps	\$2.00 by mail; \$1.00 in person
2.	Ambulance reports	\$8.40 per report (includes postage)
3.	Certified copies of birth certificates	\$20.00 for the first copy, plus \$3.00 for each additional copy
4.	Certified copies of death certificates	\$20.00 for the first copy, plus \$3.00 for each additional copy
5.	Certified copy	\$5.00 plus basic copying charge
6.	Computer printout documents	\$0.25 per page (\$10.00 minimum charge)
7.	Computer tapes/disks	\$75.00 for each programmed tape/disk
8.	Copies of all other documents; color copies 8 ½ X 11 8 ½ X 14 or 11 X 17 Color copies	\$0.25 per page \$0.50 per page \$0.50 per page
9.	Faxes of all documents	\$0.25 per page
10.	Municipal Code Book	\$125.00 per volume \$15.00 per separate chapter \$50.00 annual subscription service
11.	Oversized maps/plans	Cost of reproduction by blueprint company, plus 15%
12.	Photographs	Cost plus 15%
13.	Voter Data	\$25.00 flat fee, plus \$5.00 per 1,000 voter names, rounded to the nearest thousand.
14.	Prints of engineer drawings/plans	\$2.00 per print
15.	Real Estate status forms	\$40.00 per property (tax key number), plus additional \$20.00 for a walk-in
16.	DVD or CD Recordings	\$12.00 each

Total fees, if exceeding \$5.00, shall be paid in advance. West Allis government authorities may provide copies of a record without charge or at a reduced charge where such action is determined to be in the public interest. Copies will be provided without charge to government authorities or other entities, which provide a reciprocal service to the City of West Allis.

**CHARGE FOR LOCATING RECORDS.** The direct cost of locating a record will be charged to a requester when the cost is \$50.00 or more. The cost of locating a record will be calculated on the basis of the compensation paid to the municipal employee, locating the record, during the time required. When charged, the cost of locating a record shall be paid in advance, based upon an estimate by the legal custodian. A complete refund will be made when the cost of the search is not \$50.00 or more. When the cost of locating a record exceeds the amount, which has been prepaid, the balance of the charge shall be paid prior to providing access to requested record.

**DATA COMPILATION/EXTRACTION.** In response to requests, and except as required by law, municipal authorities and legal custodians will not create new records by extracting information from existing records and compiling the information in a new format.

