



NOTICE OBTAINING INFORMATION AND ACCESS TO RECORDS OF THE CITY OF WEST ALLIS

Wis. Stat. 19.34(1)

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.

Department or Board, Committee, Commission	LEGAL CUSTODIAN
Administrative Appeals Review Board	City Clerk
Alderspersons	Each Alderperson
Artscape Leadership Group	Economic Development Executive Director
Beautification Committee	Director of Public Works
Board of Appeals	Planning and Zoning Manager
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 Clerk
Celebrations Committee	Director of Communications
Christmas Planning & Programming Committee	Director of Communications
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 Committees - Administration & Finance, Advisory, License & Health, Public Works, Safety & Development, Committee of the Whole	City Clerk
Communications	Director of Communications
Community Development Authority	Economic Development Executive Director
Community Development Block Grant Committee	Planning and Zoning Manager
Building Inspection and Neighborhood Services	Director of Building Inspection and Neighborhood Services
Economic Development Program	Economic Development Executive Director
Economic Development Loan Task Force	Economic Development Executive Director
Engineering	City Engineer
Ethics Board	City Clerk
Events Committee	Director of Communications
Fair Housing Board	Planning and Zoning Manager
Farmers Market Committee	Director of Communications
Finance	Finance Director/Comptroller
Fire Department	Fire Chief
Health Department	Health Commissioner/City Sealer
Historical Commission	Planning and Zoning Manager
Human Resources	Human Resources Director
Joint Review Board	Economic Development Executive Director

Legislative Committee	City Administrator
Library Board	Library Director
Library	Library Director
Mayor	Mayor
Municipal Court	Municipal Judge
Municipal Board of Canvassers/Absentee Ballot Canvassers	City Clerk
Plan Commission	Planning and Zoning Manager
Police Department	Chief of Police
Public Works	Director of Public Works
Resident Advisory Board	Planning and Zoning Manager
Tourism Commission	Director of Communications
Treasurer/Customer Service Center	City Treasurer
West Allis Community Improvement Foundation	Director of Communications
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 11:30 a.m. to 4:30 p.m. or by appointment, 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 4:30 p.m., M-F
7332 W. National Ave, West Allis WI 53214

Department of Public Works7 a.m. to 3:30 p.m.
Director of Public Works.
6300 W. McGeoch Ave., West Allis WI 53219

Fire Department/Fire Chief8 a.m. to 4:30 p.m., M-F
7332 W. National Ave, West Allis WI 53214

Health/Health Commissioner.....8 a.m. to 5 p.m.
7120 W. National Ave., West Allis WI 53214

Police Department/Police Chief..... 8 a.m. to 5 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. Fees are listed in the Schedule of Fees, located [here](#).

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. There shall be no charge for the transfer of electronic data or records unless the cost of locating a record is \$50.00 or more. Any device, such as a flash drive or disk, which is required to download the information onto, shall be charged at cost.

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 based on 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.