

City of Milwaukee
Office of the Common Council- City Clerk
City Records Center

**POLICY FOR THE RELEASE OF STRUCTURE PLANS, DESIGNS, SPECIFICATIONS AND
RELATED MATERIALS**

In order to protect the public interest, and in accordance with Wisconsin State Statute 101.12 (5)(a)(2) and Milwaukee City Ordinance 311, The City of Milwaukee is authorized to restrict access to building plans of “secure structures”. These structure plans are defined as those which are determined by the City to have extraordinary security requirements by the nature of their use, purpose and existence, including but not limited to:

- Structures for the safekeeping of large sums of money, negotiable instruments, securities or other valuables
- Jails, correctional facilities, or other secure facilities for persons in detention
- Structures used for the safekeeping or evaluation of evidence in criminal proceedings or investigations
- Structures used for the safekeeping of weapons, ordnance or explosives
- Structures associated with the generation, transmission, or distribution of electric power, fuels, or communications
- Hospital facilities in active use
- Hazardous waste and materials processing and disposal facilities
- Buildings owned or leased by the City, State of Wisconsin, or federal government for the purposes of administering government services, including the City Hall Complex and all library buildings
- Water purification and distribution facilities
- Structures designed for a large number of occupants, including museums, stadiums, and transportation facilities
- Fire, police, military and other law enforcement facilities, including recruitment centers

Structure types typically NOT considered secure may include:

- Standalone (non-hospital) health care facilities, veterinarian’s offices, dentist’s offices, or hospices
- Residential or commercial properties owned by the City in foreclosure status
- Buildings no longer being used for a purpose described in the list of secure structures, above
- Buildings of non-profit or non-governmental organizations
- Facilities attached to, but physically separate from, secure facilities

The City Records Center reserves the right under Wis. Stats. 101.12(5)(c) to deny access to part or all of a set of building plans, including plans for buildings in the list of typically non-secure structures, if Records Center staff determines that the possible harm to the public interest outweighs the benefits of access for the requestor. Under some circumstances, it may be possible to view plans under conditions necessary to protect the public interest, such as under prohibition of copying. If you are seeking plans for a structure other than a secure structure, please fill out the application available from the City Records Center staff and your request will be filled as quickly as possible.

Please refer to: “Instructions for the Submittal of Application for Inspection/Copy of Structure Plan” to facilitate the processing of your request. Instructions and application forms are available at the front counter of the Document Services, City Records Center facility in Room B-1 of the Frank P. Zeidler Municipal Building, 841 N. Broadway.