

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 light of recent events, the City of Milwaukee has reviewed its policy for the review and release of structure plans, designs, specifications and related materials. Effective immediately, in accordance with Wisconsin State Statute 101.12 (5)(a)2, the City of Milwaukee, will not release any structure plans, designs, specifications or related materials for secure structures. "Secure structures" 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:

- a.) Structures for the safekeeping of large sums of money, negotiable instruments, securities or other valuables; including all facilities with any financial institutions within them
- b.) Jails, correctional facilities, or other secure facilities for persons in detention
- c.) Structures used for the safekeeping or evaluation of evidence in criminal proceedings or investigations
- d.) Structures used for the safekeeping of weapons, ordnance or explosives
- e.) Structures associated with the generation, transmission or distribution of electric power, fuels or communications
- f.) Schools, academic institutions, day care centers, vocational instruction institutions
- g.) Hospitals, health care facilities, medical laboratory and testing facilities
- h.) Hazardous waste and materials processing and disposal facilities
- i.) State-owned or state-leased structures; proposed state-owned or state-leased structures;
- j.) Sewer systems
- k.) Water generation, transmission, purification or distribution facilities
- l.) Libraries
- m.) Museums
- n.) Fire, police, military and other law enforcement facilities
- o.) All City Hall Complex and outlying city buildings as well as city-leased and proposed city-leased buildings and facilities
- p.) Facilities housing federal government officials and employees
- q.) Any underground or above ground mechanical, electrical or technological generation, transmission or distribution systems

This policy is being enacted for these types of secure structures because the City has determined that the possible harm to the public interest outweighs the benefit to the requester. While the City understands that these policies may present some inconvenience to you, we appreciate your patience and understanding. 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.