

## CITY OF BELLEVUE Public Records Policy

The City of Bellevue acknowledges that it maintains many records that are used in the administration and operation of the City. The records maintained by the City and the ability to access them are a means to provide trust between the public and the City. The City maintains its records in a manner which allows the City to provide the general public prompt inspection of the City's public records, and copies of these records within a reasonable amount of time during its regular business hours from 8:30 a.m. to 4:30 p.m.

The City has a public records policy and a Schedule of Records Retention (RC-2). Please consult with one of our employees for assistance.

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### Fees for copies:

Black & white - 5 cents a page

\* Color - 10 cents a page

\* 11" x 17 - 10 cents a page

\* 24" x 36" - 50 cents a page

(Please note, color and larger-sized document copies may not be available at every department.)