

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.

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.)

City of Bellevue

Public Records Request

Form RC 100

While not mandatory, if you fill out this form, it will help us provide the public records you are requesting in a more timely fashion.

Name of Requester	
Street Address	City, State, Zip
Telephone Number	e-mail address
With as much specificity as possible, please describe what records you want to review. PLEASE PRINT:	
<p>The City of Bellevue provides photocopies of public records at a cost of 5 cents per page for black & white copies; 10 cents per page for color copies; 10 cents per page for 11"X 17" copies; and 50 cents per page for 24" x 36" copies. All requests require advance payment. Mailing charges are assessed at actual cost. There is no charge to inspect records while in City of Bellevue buildings. Please check your preference below:</p> <ul style="list-style-type: none"> <input type="checkbox"/> I would like to inspect these records in the building when they are ready. <input type="checkbox"/> I would like these records copied, and I will pick them up when they are ready. <input type="checkbox"/> I would like these records copied and mailed to me at the address on this form. 	
Name of City of Bellevue employee handling request.	Date request was completed.

City of Bellevue
Public Records
Form RC 101

Persons requesting copies will be required to pay a fee of 5 cents per page for black & white copies; 10 cents per page for color copies; 10 cents per page for 11"X 17" copies; and 50 cents per page for 24" x 36" copies. Prepayment is required.

Name of Requester - See RC 100	
Number of copies _____ requested @ <u>0.05</u> per page	Total fee: \$ _____
Copies of other materials (video tape, cassette, etc.): \$0.00	Total fee: \$ _____
<input type="checkbox"/> Record(s) is not available:	
<input type="checkbox"/> Record has never been maintained by the City. <input type="checkbox"/> Record is no longer maintained or has been disposed of or transferred pursuant to RC-2. <input type="checkbox"/> Record has been disposed pursuant to an application of One-Time Records Disposal RC-1. <input type="checkbox"/> Record is prohibited from release due to an applicable state or federal law: (State the applicable state or federal law: _____).	
<input type="checkbox"/> Record is not in the form of a paper document	
<input type="checkbox"/> Cassette tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify): _____	
<input type="checkbox"/> Record is prohibited or exempted by law:	
<input type="checkbox"/> Record has been forwarded to legal counsel for research/review. <input type="checkbox"/> Record has been reviewed and release has been denied by legal counsel. <input type="checkbox"/> Record has been reviewed by legal counsel and records are to be released.	
<input type="checkbox"/> Record has been reviewed and contained non-releasable material	
<input type="checkbox"/> Upon review, non-releasable material has been redacted. <input type="checkbox"/> Releasing employee has noted the date, initials, and name of the Requester on a copy of the reproduced page.	
Name of City of Bellevue employee handling request.	Date request was completed.