



**CITY OF ABERDEEN**  
**Request for Public Records**

Date Requested: \_\_\_\_\_  
Time: \_\_\_\_\_  
Request No.: \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone \_\_\_\_\_

Record requested:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If name of document is not known, please provide additional information to identify nature of record requested.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\*NOTE: Please see back for City of Aberdeen municipal code regarding public records

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**FOR OFFICE USE ONLY**

Please return original request form and copies of all records provided to requester to the Finance Department after filling request. Please note information on reverse side of form relating to charges for copies and response guidelines. Questions can be directed to the Finance Department.

APPROVED

DENIED

Explanation: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**2.112.010 Public records available.**

All public records of the city of Aberdeen, as defined by RCW 42.17, are deemed to be available for public inspection and copying pursuant to this chapter, except as otherwise provided by law. (Prior code § 1.94.010)

**2.112.020 Hours for records inspection and copying.**

Public records shall be available for inspection during the city's customary business hours. For the purposes of this chapter, the customary business hours of the city shall be from 8:00 a.m. to noon and from 1:00 p.m. to 5:00 p.m., Monday through Friday, excluding legal holidays. (Prior code § 1.94.020)

**2.112.030 Requests for public records.**

In accordance with the requirements of RCW 42.17 that local agencies prevent unreasonable invasions of privacy, protect public records from damage or disorganization, and prevent excessive interference with essential functions of the city, public records may be inspected or copied or copies of such records may be obtained, by members of the public, upon compliance with the following procedures:

A. A request shall be made in writing upon a form prepared by the corporation counsel which shall be available in the city clerk's office. This request shall be directed to the department head of the department having custody of the requested record. If the appropriate department is unknown, the request may be made to the city clerk. This request may be submitted to the department head or the department head's designee during customary business hours.

B. The request shall include the following information:

1. The name and address of the person requesting the record;
2. The time of day and date on which the request was made;
3. The nature of the request;
4. An appropriate description of the record requested. (Prior code § 1.94.030)

**2.112.040 Copying of public records.**

No fee shall be charged for the inspection of public records. There shall be a charge of fifteen cents (\$.15) per page for providing copies of public records and for the use of the city's copy equipment. The city council, by resolution, may set higher fees for copying when warranted by actual costs to the city. The resolution shall include a statement of the actual per page costs or other costs, if any, in accordance with RCW 42.17.260(7) and (8). All such fees in existence prior to the adoption of the ordinance codified in this section shall remain in full force and effect. (Prior code § 1.94.040)

(Ord. 6131, Amended, 08/07/1996)

**2.112.050 Response to requests.**

The department head or the department head's designee may grant the request or deny the request on the grounds that the records requested are exempt from public inspection under RCW 42.17.310 or other applicable law. The decision to grant or deny shall be made promptly and shall in all events be made within two business days from the receipt of the written request. All denials shall be in writing and shall specify the reasons for the denial, including a statement of the specific exemption authorizing the withholding of the record and a brief explanation of how the exemption applies to the record withheld. In addition the department head may delete identifying details when it makes available or publishes any public record when there is reason to believe that disclosure of such details would be an invasion of personal privacy protected by RCW 42.17. Any such deletion shall be accompanied by a written justification. (Prior code § 1.94.050)

**2.112.060 Review of denials of public records requests.**

Any person who objects to the denial of a request for a public record may petition for a prompt review of such decision by tendering a written request for review. The written request shall specifically refer to the written statement accompanying the denial and shall state the reasons the person believes the exemptions do not apply. The department head or his designee shall immediately review the denial and shall either affirm, reverse or modify the denial by a final decision within two business days following the original denial. Administrative remedies shall not be considered to be exhausted until the request has been returned with a final decision or until the close of the second business day following denial of inspection, whichever occurs first. (Prior code § 1.94.060)

**2.112.070 Records index.**

The mayor and the city council find that it would be unduly burdensome and would interfere with the city's operations to maintain an index of records as specified in RCW 42.17.260 because of the complexity and diversity of its business and the resulting volume of correspondence, reports, surveys, staff studies and other materials. The city and each of its departments shall make available for public inspection and copying all indexes maintained for city or departmental use except where such inspection or copying would necessarily result in the disclosure of exempt information or information protected by law. (Prior code § 1.94.070)

**2.112.080 Protection of public records.**

A department head may require that a representative of the city be present at any inspection of public records. Inspection shall be denied and records shall be withdrawn if the individual inspecting the records does so in a manner which will damage or substantially disorganize them or which interferes excessively with other functions of the department or the city. (Prior code § 1.94.080)