



CITY OF ABERDEEN
Request for Public Records

Date Requested:

Time:

Request No.:

Name _____

Address _____

City, State, Zip _____

Phone _____ E-mail : _____

Nature of your request / information requested:

Record Requested:

Signature _____

Date of Request _____

Please note information on reverse side of form relating to charges for copies.

FOR OFFICE USE ONLY

Please return original request form and copies of all records provided to requester to the Finance Department after signing & filling request. Questions can be directed to the Finance Department.

APPROVED **DENIED**

EXPLANATION:

Human Resources – Refer to Personnel Rule Book, Section 5. Central Personnel Records, 5.25.

Employee(s) notified: _____
Date

Signed: _____ Date: _____

Section 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)

(6131, Amended, 08/07/1996)