

PUBLIC RECORDS FEE SCHEDULE Resolution No. 2702	
Inspection of Records	No fee
Requestor downloading and Accessing Website Records	No fee
Photocopy of paper records, or printed (paper) copies of electronic records (applies if requester asks for paper copies)	\$.15 per page*
Electronic copy of scanned paper records (applies if paper copies must be scanned in order to produce in electronic format)	\$.10 per page*
Files & attachments uploaded to email, cloud-based data storage service, or other means of electronic delivery	\$.05 for each 4 electronic files or attachments*
Files & attachments loaded and delivered) in an electronic format or for the use of agency equipment to send the records electronically.	\$.10 per gigabyte*
Records provided on CD/DVD	Actual cost
Records provided in mailer/envelope	Actual cost
Records on USB drive	Actual cost
Postage or delivery charges	Actual cost
Records sent to an outside vendor due to unusual size or format, or other factors making copying by office unfeasible	Cost varies - actual cost
Deposits (includes records copied in installments or when providing a customized service)	10% of estimated cost to fulfill
Customized Service (Data compilations prepared or accessed as a customized service. Cost is in addition to above fees for copies/mailing. (RCW 42.56.120(3)).)	Cost varies – actual cost (based upon request)

** No charge for copies of public records totaling \$5.00 or less. Over \$5.00 will include all charges and must be paid in advance.*

NOTE:

1. All applicable charges may be combined when more than one charge applies to records produced in response to a request.
2. All applicable charges are assessed for each installment of records.
3. All charges may be waived in limited circumstances as identified in this policy.
4. Advance notice of potential charges will be provided to allow the requestor the opportunity to revise their request due to cost impacts.
5. All charges for public records are payable in advance of providing copies of the records.