

Fee Schedule

Fees for copies and scanning of public records requests will be charged according to the fee schedule below. Payment of fees is required prior to release of records, unless other arrangements have been made with the Public Records Officer. If requested, the City will provide a summary of the applicable charges before any copies are made and the requestor may revise a public records request to reduce the number of copies to be made and reduce the applicable fees.

No fee is charged for locating records, inspecting records in person, or for accessing records routinely made available on the City's website prior to receipt of a request, unless the requestor has specifically requested that the City provide copies of such records through other means.

Except as otherwise indicated below, the table incorporates the standard fees prescribed in RCW 42.56.120(2)(b) for providing public records (other than outsourced copies or copies of large-format plans and maps).

METHOD OF RELEASE OF RECORDS	FEE
Inspection of Records	
Inspection of agency records on agency public internet web site or scheduled at agency officer.	No fee
Access or downloading records posted on City's public internet web site.	No fee
Standard Copies of Physical Records	
Size	
8.5 x 11 black and white or color	\$0.15 per printed page
8.5 x 14 black and white or color	\$0.15 per printed page
11 x 17 black and white or color	\$0.15 per printed page
Outsourced Copies any size	Vendor Invoice
Large Format Plans and Maps	\$3.50 In-house; Vendor Invoice if outsourced (recommended for over 5 copies)
Electronic Records	
Use of FTP or Cloud drive service or e-mailing records	Actual cost: \$67.57/hr. x number of minutes uploading or emailing records. (\$1.12 per minute)
Scanning physical records to electronic format	Actual cost: \$67.57/hr. x number of minutes uploading or emailing records. (\$1.12 per minute)
USB, CD, DVD or other Storage Device	Actual Cost of storage device
CD-R	\$ 0.31
DVD-R	\$ 0.35
Thumb Drive – 8 GB	\$7.48
Thumb Drive – 16 GB	\$12.64
Thumb Drive – 32 GB	\$13.08
Thumb Drive – 64 GB	\$22.00

Video or Audio Tape Reproduction

Vendor invoice

Mailing Physical Records or Storage Devices

Mailing of physical records or electronic records on storage device

Cost of electronic records storage device plus the actual cost of envelope/container and postage/delivery charge.

Small Manila Envelope

\$ 0.06

Large Padded Envelope

\$ 0.52

Avery Mailing Labels

\$ 0.01

Jewel Case for CD-R or DVD-R

\$ 0.22

Customized Service

Data compilations prepared or access as a customize service (cost is in addition to copy fees above)

Actual Cost, including hourly rate for information technology staff involved in preparation of data compilation or customized electronic access.

Copy charges above may be combined to the extent more than one type of charge applies to copies released in response to a particular records request.