

# Public Records Fee Schedule

Effective September 6, 2017 per Resolution 17-041

Total copying charges of less than \$2	No charge
Customized service charge (in addition to fees for copies – see copying fees below).	Actual cost
Photocopies, printed copies of electronic records when requested by the requester, or for the use of agency equipment to make photocopies	\$ 0.15 per page (all pages)
Scanned records, or use of agency equipment for scanning	\$ 0.10 per page
Large format “C” (17 x 22)	\$ 8.00
Large format “D” (22x34)	\$ 12.50
Large format “E” (34 x 44)	\$ 25.00
Records uploaded to email, or cloud-based data storage service, or other means of electronic delivery.	\$ 0.05 / each four (4) electronic files or attachments
Records transmitted in electronic format or for use of agency equipment to send records electronically	\$ 0.10 / gigabyte
Digital storage media or devices	Actual cost
Any container or envelope used to mail copies	Actual cost
Postage or delivery charges	Actual cost
Copy charges above may be combined to the extent more than one type of charge applies to copies responsive to a particular request	
<b>Police Reports</b>	
Traffic accident reports (if total pages exceed 35, charge will be \$0.15 per page (RCW 46.52.085))	\$ 5.00 per report