

## CHARGES FOR COPYING

1. Fifteen cents per page for photocopies of public records, printed copies of electronic public records when requested by the person requesting records, or for the use of agency equipment to photocopy public records;
  2. Ten cents per page for public records scanned into an electronic format or for the use of agency equipment to scan the records;
  3. Five cents per each four electronic files or attachment uploaded to email, cloud-based data storage service, or other means of electronic delivery; and
  4. Ten cents per gigabyte for the transmission of public records in an electronic format or for the use of agency equipment to send the records electronically. The agency shall take reasonable steps to provide the records in the most efficient manner available to the agency in its normal operations; and
  5. The actual cost of any digital storage media or device provided by the agency, the actual cost of any container or envelope used to mail the copies to the requestor, and the actual postage or delivery charge; all of the foregoing charges are according to state law ([RCW 42.56.070 \(7\) and \(8\)](#) and [RCW 42.56.120](#)).
- The above charges may be combined to the extent that more than one type of charge applies to copies produced in response to a particular request.
  - We shall not impose copying charges for access to or downloading of records that the Office routinely posts on its public internet web site prior to receipt of a request unless the requestor has specifically requested that the agency provide copies of such records through other means.
  - A requestor may ask the Office to provide, and if requested, shall provide, a summary of the applicable charges before any copies are made and the requestor may revise the request to reduce the number of copies to be made and reduce the applicable charges.
  - In addition to the charge imposed for providing copies of public records and for the use, by any person, of Office equipment copying costs, we may include a customized service charge. A customized service charge may only be imposed if we estimate that the request would require the use of information technology expertise to prepare data compilations, or provide customized electronic access services when such compilations and customized access services are not used by us for other Office purposes.
    - The customized service charge may reimburse the Office up to the actual cost of providing the services in this subsection.
    - We may not assess a customized service charge unless we have notified the requestor of the customized service charge to be applied to the request, including an explanation of why the customized service charge applies, a description of the specific expertise, and a reasonable estimate cost of the charge. The notice also must provide the requestor the opportunity to amend his or her request in order to avoid or reduce the cost of a customized service charge.
  - We may require a deposit in an amount not to exceed ten percent of the estimated cost of providing copies for a request, including a customized service charge. If we make a request available on a partial or installment basis, we may charge for each part of the request as it is provided. If an installment of a records request is not claimed or reviewed, we are not obligated to fulfill the balance of the request. We may waive any charge

assessed for a request pursuant to Office rules and regulations. We may enter into any contract, memorandum of understanding, or other agreement with a requestor that provides an alternative fee arrangement to the charges authorized in this section, or in response to a voluminous or frequently occurring request.