

GENERAL RECORDS FEE SCHEDULE

FEE SCHEDULE AND COST ANALYSIS

Established November 27, 2017

(RCW 42.56.120)

STATUTORY DEFAULT FEES	
15 cents per page	Photocopy of paper records, or printed (paper) copies of electronic records (applies if requester asks for paper copies)
10 cents per page	Electronic copies of scanned paper records (applies if paper copies must be scanned in order to produce in electronic format)
5 cents for each 4 electronic files or attachments (1 email is considered 1 attachment)	Files and attachments loaded and delivered on a digital storage media (CD, DVD, or thumb drive)
10 cents per gigabyte	Files and attachments loaded and delivered on a digital storage media (CD, DVD, or thumb drive)
No Fee	Inspection by requester at agency office in Redmond
No Fee	Requester accessing or downloading records the office routinely posted on website unless requestor asks for copies through other means

ACTUAL COSTS OFFICE SUPPLIES		
ITEM	PRICE PER PKG	TOTAL EACH
Thumb Drives:		
8GB Staples USB 2.0	5 pk/33.99 + tax	\$ 7.48
16GB Staples USB 2.0	1 pk/11.49 + tax	\$ 12.64
32GB Staples USB 2.0	1 pk/11.89 + tax	\$ 13.08
64GB Staples USB 2.0	2 pk/39.99 + tax	\$ 22.00

ACTUAL COSTS OFFICE SUPPLIES (Continued)		
CD-R Staples 10365 700 MB	50 pk/14.12 + tax	\$ 0.31
DVD-R Staples 4.7 GB Spindle	50 pk/15.82 + tax	\$ 0.35
Jewel Case for CD/DVD Staples Slim Line	100 pk/19.99+ tax	\$ 0.22
Audio Cassette Tape Maxell 108562 UR Type I 90 mins.	5 pk/8.39 + tax	\$ 1.85
Mailing Supplies:		
Small Manila Envelope 6x9 Staples Brown Kraft Clasp	100 pk / 5.44 + tax	\$ 0.06
Large Padded Envelope 9.5 x 13.5 Staples Easy-Close Bubble Cushion Mailers #4	25 pk / 11.67 + tax	\$ 0.52
Dymo Labels	700 pk/\$13.01 + tax	\$ 0.02
Avery Mailing Labels No. 5160	3000bx/\$21.01	\$0.01
CD/DVD Mailing Labels	40pk/\$16.39	\$0.45

ADDITIONAL ACTUAL COSTS
POSTAGE
For Example: Add any mailing materials (see Actual Cost list) to weight in postage for the contents of mailing (Stamp(s)/postage/USPS or other delivery service rates for mailing, CD/DVD case (if applicable), cost of media (thumb drive, CD/DVD, paper), mailing labels, envelope)

COPY CHARGES – OTHER RECORDS	
Cost varies – per other statutes	Records for which other costs are authorized pursuant to laws outside RCW 42.56. RCW 42.56.130
Cost varies – Actual cost (based upon vendor cost to office)	Records sent to an outside vendor due to their unusual size or format, or other factors making copying by office unfeasible. Mailing/delivery and container also apply.
Staff Time to Copy and Send Records – Actual Costs	This cost is calculated as the average cost of an Administrative Assistant position (\$43.42 salary/benefits for 2018) at mid-range level
Staff Time to Transfer Microfilm to Scan Image or Print Copy	- 3 mins per scan/print transfer x the average cost of Administrative Assistant position at mid-range level
Customized Service	
Cost varies – Actual cost (based upon request)	Data compilations prepared or accessed as a customized service. Cost is in addition to above fees for copies, including mailing/delivery and container costs. RCW 42.56.120(3)
Deposits	
10 percent of estimated cost to fulfill request	When the estimated copying cost for fulfilling an entire request or an installment, or when providing a customized service

POLICE FEES ONLY – Administrative Records Processing Fees		
Clearance/Citizen Letter (<i>Valid Photo ID Required</i>)	\$15.00	
Concealed Pistol Licenses (<i>City of Redmond residents only/valid photo ID required/all fees are non-refundable</i>)	Original Application	\$48.00
	Renewal	\$32.00
	Late Renewal (within 90days)	\$42.00
	Replacement	\$10.00
	Firearm Dealers License	\$125.00

*Copy charges above may be combined to the extent more than one type of charge applies to copies responsive to a particular request.

* Copy charges are assessed for each installment of records provided to the requester.

*Copy charges above may be waived in limited circumstances as set forth in WAC 44-06-090. The public records officer may waive the fee for copies when the expense of processing the payment exceeds the cost of providing the copies. Any waiver of payment of fees must be documented as to rationale and must be approved by a supervisor.

* Where any other fee schedules for documents/records exist, this fee schedule shall govern the costs associated with the production of public records