



Records Fee Schedule

Electronic Records	
Electronic files/attachments delivered electronically	\$0.05 per 4 files or attachments and 10 cents per gigabyte
Scanning physical records to electronic format	\$0.10 per page scanned
USB or other storage device	Actual Cost ¹
Online Payment Transaction Fee ²	
Transaction cost for online payment of public record request fees \$23.50 or under	\$1.00
Transaction cost for online payment of public record request fees over \$23.50	4.25% of invoice total
Copies of Hard Copy (Paper) Records	
8.5 x 11, 8.5 x 14, 11 x 17 - color or black/white	\$0.15 per printed page/side
Large Format Non-standard size copies	\$0.50 per printed page/side
Outsourced copies or reproductions	Actual cost from vendor, plus any mailing/delivery or storage device costs
Mailing Hard Copy Records or Storage Devices	
Mailing of physical records or electronic records on storage device	Actual cost of envelope and postage
Inspection of Records	
Inspection by requester at agency office in Redmond	No Fee
Requester accessing or downloading records routinely posted on City's website	No Fee
Customized Service	
A customized service charge may be imposed if the use of information technology expertise is needed to prepare data compilations or provide customized electronic access services.	Actual Cost
Deposit	
Deposit may be required on request fees before start of record production	10% of estimated fees
<p>Fees above may be assessed for each installment of records provided to the requestor. Fees will be waived if the fees on a request or installment are less than \$1.00. Fees may be combined to the extent that more than one type of charge applies to a records request. Fees are governed by RCW 42.56.120 and will be updated if any changes occur to state law.</p>	

Police Department Administrative Records Processing Fees	
Clearance/Citizen Letter (<i>Valid government-issued photo ID required</i>)	\$15.00
Firearm Licenses (<i>Valid government-issued photo ID required. All fees are non-refundable. Police processing fees and residency requirements, if applicable, in accordance with RCW 9.41.070.</i>)	
Concealed Pistol License - Original Application	\$45.25
Concealed Pistol License - Renewal	\$32.00
Concealed Pistol License - Late Renewal (within 90 days of expiration)	\$42.00
Concealed Pistol License - Replacement	\$10.00
Firearm Dealer License	\$125.00
Fees are governed by applicable state law and FBI charges, and will be updated if any changes occur.	

- 1) When records are provided electronically on a CD, DVD, thumb drive, or other electronic device, the requestor will be charged for the actual cost of the storage device. Actual costs may fluctuate based on current purchase price. The City Clerk's office maintains and annually updates a list of the actual costs, which is available upon request.
- 2) The transaction cost is in addition to record fees. This fee goes directly to the online payment vendor and not to the City.