

Public Records Fee Schedule

RCW 42.56.120(2)(b) & (c), (3), (4); RCW 42.56.130

Actual costs of items (Prices subject to change)

- Cost of CD, DVD, Flash Drive
- Disc Sleeve
- Mailer (Cost dependent on size of container or envelope)
- Postage (Cost dependent upon weight and USPS or other delivery charges)
- Copy charges below 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 (installments will be determined based on the specifics of the request).
- Copy charges below may be waived in limited circumstances as allowed in WAC [143-06](#).
- Two-sided documents equal two pages.

Copies

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 copy of scanned paper records (applies if paper copies must be scanned to produce in electronic format).
5 cents for each 4 electronic files or attachments	Electronic files or attachment uploaded to email, cloud-based data storage service, or other means of electronic delivery.
10 cents per gigabyte	Transmission of public records in an electronic format or for the use of agency equipment to send the records electronically.

Copy Charges – Using Outside Vendor

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 costs also apply
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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)
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Payments

Deposit Requested: A deposit not exceeding 10% of the estimated cost of providing copies for a request, including a customized service charge as well, for each installment as it is provided.	
Payment Types Accepted	
<ul style="list-style-type: none"> • Check (Including certified and cashier's checks). • In-Person (By request and appointment only. For appointment, contact PublicRecords@watech.wa.gov.) 	

Inspection of Public Records

No Fee- Records inspection at agency.	By request from the requester and by appointment only. For appointment, contact PublicRecords@watech.wa.gov .
Public records maintained by WaTech will be available for inspection and copying with the Records Management Unit by appointment only, during the office hours of 9 a.m. to noon and 1:30 p.m. – 4 p.m. Monday through Friday, excluding federal government and state holidays.	