



## Fee Schedule

Type of Record	Fee
<b>Standard sized (8 ½ x 11) paper copies of public records maintained on paper or maintained electronically and printed onto paper</b>	15 cents per page (each side is one page)
Electronic copy of scanned paper records	10 cents per page (each image is one page)
CD of copies (includes cost of CD and postage)	\$3 each
DVD of copies (includes cost of DVD and postage)	\$3 each
Files and attachments delivered electronically	5 cents for each 4 electronic files or attachments
Electronic transmission of electronic records	10 cents per gigabyte
Video tapes, cassette tapes, or slides	Actual cost.
Records copied by an outside vendor	Actual cost. An outside vendor may be used due to volume, current workload of commission staff, unique nature of the request, or any other reason.
Records on PDC website	No charge for viewing.
Records inspected at PDC office	No charge for viewing.
Any other record not described above	Actual cost.

### Other Information Concerning Fees

- Actual costs are determined at the time the record is produced. Factors include but are not limited to materials, outside vendor costs and other direct costs in producing the request.
- Actual costs of mailing records, including postage and mailing containers, are added to the above fees.
- Payment must be made by cash, or check or money order payable to the Washington State Treasurer. The recipient will need to mail the payment to the address provided.
- The Public Records Officer may require a deposit, and/or payment for each installment before providing the next installment. The Public Records Officer may require full payment before providing records.
- No charges will be assessed if records responsive to a request total less than ten pages.
- The Public Records Officer may also waive the charges when the expenses of processing payment exceed the cost of providing copies.
- The PDC does not provide customized access to its databases.

The Executive Director may modify this fee schedule at any time.