

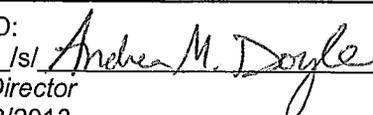


Fee Schedule

Type of Record	Fee
Standard sized (8 ½ x 11) black and white paper copies of public records maintained on paper or maintained electronically and printed onto paper	15 cents per page (each side is one page)
Standard sized (8 ½ x 11) color paper copies of public records maintained on paper or maintained electronically and printed onto paper	15 cents per page (each side is one page)
CD of copies	\$1 per CD plus scanning fee for any scanned records; no additional fee for copying electronic records onto CD
DVD of copies	\$1 per DVD plus scanning fee for any scanned records; no additional fee for copying electronic records onto DVD
Nonstandard copies (oversized copies, photographs, etc.)	Actual cost.
Scanned paper records	Scanning fee is 10 cents per page (each image is one page)
Statements and reports filed under RCW 42.17A	Actual cost for paper copies; many statements and reports are available for inspecting online at no cost. RCW 42.17A.020.
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 & Payment (See also attached guidelines)

- 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.
- There is no charge for emailing records if emailing is feasible, but other costs may apply (scanning fees, outside vendor costs). It may not be feasible to email records if the volume is too large to be sent or received, or for other reasons based upon limitations in technology (the agency's or the requester's).
- Payment must be made by cash, or check or money order payable to the Washington State Treasurer. The PDC has no ability to accept credit card or debit card payments. If paying with cash, the exact amount is required as PDC has no ability to make change.
- The Public Records Officer may require a deposit, and/or payment for each installment before providing the next installment. The Public Records Officer will 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 (estimated at \$5).
- The PDC does not provide customized access to its databases.
- The Executive Director may modify this fee schedule at any time.

APPROVED:

 Executive Director
 Date: 12/13/2013

GUIDELINES FOR WAIVING FEES AND ARRANGING PAYMENT

FOR RECORDS PRODUCED IN RESPONSE TO PUBLIC RECORDS REQUESTS UNDER RCW 42.56

1. **PDC FEE SCHEDULE.** The PDC Fee Schedule applies to all public records requests made under RCW 42.56 (the Public Records Act). *WAC 390-14-030.*
2. **SMALL RESPONSE.** Fees are automatically waived when the total response to a request is less than 10 pages. *PDC Fee Schedule.*
3. **OTHER WAIVER.** The Public Records Officer may waive fees (copying & mailing) when the total fees in response to a request, or the fees for each installment, is \$5.00 or less. (That is because it costs at least \$5.00 to process a payment.) *PDC Fee Schedule.*
4. **UNWAIVED FEES.** All unwaived fees must be paid prior to providing records.
 - a. Records are not to be provided until unwaived fees are paid.
 - b. The Public Records Officer will advise the requester of the fees due, and provide the requester an invoice with a deadline for payment.
 - c. Once the invoice is paid, the records will be provided.
 - d. A next installment will not be processed (records searched, reviewed) until the requester timely pays for a prior installment.
 - e. If an invoice is not paid by the deadline, the Public Records Officer will make a note in the file and place a copy of the unpaid invoice in the file, and close the request. *WAC 390-14-030.*
5. **ADVANCE DEPOSITS.** The Public Records Officer may require a deposit of 10 percent of the estimated cost of an installment or request prior to producing a request. *WAC 390-14-030.* The Public Records Officer will obtain guidance from the Executive Director on when a deposit will be required before processing a request. The factors that may be considered in requiring a deposit include, for example:
 - a. The request is very large and/or will require an extensive or extended (multiple-month) allocation of agency resources.
 - b. The requester has an outstanding unpaid invoice from a prior public records request, an outstanding unpaid penalty from a PDC enforcement proceeding, or other documented history showing prior unpaid bills (*e.g.* bankruptcy proceeding; or, requester is political committee with reports showing outstanding unpaid debt after an election).
 - c. The request will involve outside vendor costs, other direct costs not typically incurred by the PDC in responding to a request, or other unusual or unanticipated costs (*e.g.*, copying videos).
 - d. Unused deposits will be returned to the requester.
6. **PAYMENT MECHANISMS.** Payment may be made by cash, check or money order. *PDC Fee Schedule.*
 - a. Checks and money orders are to be made payable to the Washington State Treasurer.
 - b. Cash payments shall be placed into the petty cash fund and accounted for in the usual procedures for that fund.
 - c. The PDC does not have the ability to process credit card or debit card payments or to make change.
7. **OTHER PAYMENT ISSUES.** The Public Records Officer will consult with the Executive Director if other payment issues arise that are not addressed in the *PDC Fee Schedule* or these Guidelines.