



Public Records Request Fee Schedule

Category: Fire District Administration – Series 3000	Replaces: N/A
Adopted By: _____	Effective: 12/26/17

Related Documents: [SOP 3300, Public Records Disclosure](#), Clallam County Fire District 3

In accordance with [RCW 42.56.120](#), the Fire District is allowed to recover costs directly related to the copying of public records. The District may not charge a fee for inspection of records, or staff time spent on locating records or retrieval of District records. The District is not allowed to make a profit from copy fees. The following fee schedule is based on the rates published by the Washington State Attorney General’s Office.

Public Records Fee Schedule	
Item Description	Fee per Item
Inspection by requester at the District’s business office	No fee
Requester accessing or downloading records the District routinely posts on its web site	No fee
Container or envelope used to mail paper or other types of copies	Actual costs incurred by the District
Postage and/or delivery charges	Actual costs incurred by the District
Photocopy of paper records, or printed (paper) copies of electronic records (applies if requester asks for paper copies)	15 cents per page ¹
Electronic copy of scanned paper records (applies if paper copies must be scanned in order to produce in electronic format)	10 cents per page ¹
Every 4th Electronic file or attachment uploaded to an email, cloud storage service, or other electronic delivery system.	5 cents for each 4 electronic files or attachments
Files and attachments loaded and delivered on a digital storage media (CD, DVD or thumb drive)	10 cents per gigabyte
Digital Storage Media (DVDs, CDs, thumb drives, hard drives, etc.) - includes cost of CD, disc sleeve, mailer, and postage	Actual costs incurred by the District
Maps	Actual costs incurred by the District
Photographs	Actual costs incurred by the District
Video Cassette	Actual costs incurred by the District
Outside Vendor	Actual costs incurred by the District
Additional Notes:	
1. Two-sided document equals 2 pages	
2. If copy fees are less than \$25.00, there is no charge.	
3. A 10% deposit may be required per RCW 42.56.120.	