

**WAC 132T-175-090 Costs of providing copies of public records.**

(1) No fee will be charged for the inspection of public records.

(2) The district is not calculating actual costs for copying its records because to do so would be unduly burdensome for the following reasons:

(a) The district does not have the resources to conduct a study to determine actual copying costs for all of its records;

(b) To conduct such a study would interfere with other essential functions; and

(c) Through the legislative process, the public and requestors have commented on and have been informed of authorized fees and costs for providing photocopies or electronically produced copies of district public records, as authorized in RCW 42.56.120 and as published in the district's fee schedule.

(3) **Fee schedule.** The fee schedule is available at the Walla Walla Community College office of the public records officer and on the district website at [www.wwcc.edu](http://www.wwcc.edu).

(a) The district may also use any other method authorized under RCW 42.56.120(4). The district may enter into an agreement with a requestor that provides an alternative fee arrangement to the charges authorized in this section, or in response to a voluminous or frequently occurring request.

(b) The district may waive charges assessed for records when the public records officer determines that collecting a fee is not cost-effective.

(c) The district will not impose copying charges for access to or downloading of records that the district routinely posts on its public internet website prior to receipt of a request unless the requestor has specifically requested that the district provide copies of records through other means.

(4) **Processing payments.** Before beginning to make copies, the public records officer may require a deposit of up to ten percent of the estimated costs of copying all records selected by the requestor. The public records officer may also require the payment of the remainder of the copying costs before providing all records, or the payment of the costs of copying an installment before providing the installment. The district will not charge sales tax when making copies of public records.

(5) **Costs of mailing.** The district may also charge actual costs of mailing, including the cost of the shipping container.

(6) **Payment.** Payment may be made by exact cash, check, credit card, debit card, or money order to Walla Walla Community College.

(7) The district will close a request when a requestor fails to make payment by the payment due date in the manner prescribed for records, an installment of records, or a required deposit.

[Statutory Authority: RCW 28B.50.14 [28B.50.140] and chapter 42.56 RCW. WSR 19-09-021, § 132T-175-090, filed 4/9/19, effective 5/10/19; Order 73-7, § 132T-175-090, filed 3/23/73.]