

**WAC 132K-276-090 Costs of providing public records.** (1) Costs for public records. There is no fee for inspecting public records made available by the public records officer or designee. The following fees apply to copies of public records:

(a) Ten cents per page for records scanned into electronic format;

(b) Five cents for every four electronic files or attachments uploaded to an email, cloud storage service, or other electronic delivery system;

(c) Ten cents per gigabyte for transmitting records electronically;

(d) Fifteen cents per page for photocopies of public records and/or printed copies of electronic public records when requested;

(e) The actual cost of any digital storage media or device provided by the agency, the actual cost of any container or envelope used to mail the copies to the requestor, and the actual postage or delivery charge;

(f) The college will charge for customized services pursuant to RCW 42.56.120(3).

(2) Payment. Payment may be made by credit or debit card, cash, check, or money order to the college.

(a) All required fees must be paid in advance of release of the copies or an installment of copies, or in advance of when a deposit is required. The college notifies the requestor of when payment is due.

(b) A requestor may ask an agency to provide, and if requested an agency shall provide, a summary of the applicable charges before any copies are made and the requestor may revise the request to reduce the number of copies to be made and reduce the applicable charge.

(c) The college closes a request when a requestor fails to pay in the manner prescribed for records, an installment of records, or a required deposit by the payment date.

(d) Copy charges may be waived in limited circumstances as set forth in WAC 44-06-092.

(3) Pursuant to RCW 42.56.120 (2)(b), the college declares that it would be unduly burdensome for it to calculate the actual costs it charges for providing copies of public records for the following reasons:

(a) Funds were not allocated for performing a study to calculate such actual costs and the agency lacks the necessary funds to perform a study and calculations;

(b) Staff resources are insufficient to perform a study and to calculate such actual costs; and

(c) A study would interfere with and disrupt other essential agency functions.

The college's public records office publishes a schedule of fees on the college's website consistent with this rule.

[Statutory Authority: RCW 28B.50.140(13). WSR 25-15-059, s 132K-276-090, filed 7/11/25, effective 8/11/25; Order 18, § 132K-276-090, filed 5/11/73.]