



Record Request Fee Schedule

Item Description	Fee per Item
Inspection by requester at the District's business office	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
Electronic copy of scanned paper records (applies if paper copies must be scanned in order to produce in electronic format)	10 cents per page
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 medium.	10 cents per gigabyte
Digital Storage Media (includes cost of medium, mailer, and postage)	Actual costs incurred by the District
Outside Vendor	Actual costs incurred by the District
Additional Notes: <ol style="list-style-type: none">1. Two-sided document equals 2 pages2. If copy fees are less than \$25.00, there is no charge.3. A 10% deposit may be required per RCW 42.56.120.	