|  |
| --- |
| **Attorney General’s Office Public Records Fee Schedule –** **RCW 42.56.120(2)(b) & (c), (3), (4); RCW 42.56.130**  |
| **Inspection** |
| No fee | Inspection by requester at agency office in Tumwater |
| No fee | Requester accessing or downloading records the office routinely posts on its web site |
| **Copies** |
| 15 cents per page | Photocopy of paper records, or printed (paper) copies of electronic records (applies if requester asks for paper copies) |
| 10 cents per page | Electronic copy of scanned paper records (applies if paper copies must be scanned in order to produce in electronic format)  |
| 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 | Files and attachments loaded and delivered on a digital storage media (CD, DVD or thumb drive). |
| Actual cost: $4.09 each | Records on CD - includes cost of CD, Disc Sleeve, Mailer and Postage |
| Actual cost: $4.12 each | Records on DVD - includes cost of DVD, Disc Sleeve, Mailer and Postage |
| Actual cost: $6.34 each | Records on Thumb Drive - includes cost of Thumb Drive, Mailer and Postage |
| Actual cost – Amount dependent on size of container or envelope  | Container or envelope used to mail paper or other types of copies  |
| Actual cost – Amount dependent upon weight & USPS or other delivery service rates | Postage or delivery charges |
| * *Copy charges above* ***↑*** *may be combined to the extent more than one type of charge applies to copies responsive to a particular request*
* *Copy charges are assessed for each installment of records provided to the requester*
* *Copy charges above* ***↑*** *may be waived in limited circumstances as set forth in WAC 44-06-092*
 |
| **Copy Charges - Other Records** |
| Cost varies – Per other statutes | Records for which other costs are authorized pursuant to laws outside RCW 42.56. RCW 42.56.130. |
| Cost varies - Actual cost (based upon vendor cost to office) | Records sent to an outside vendor due to their unusual size or format, or other factors making copying by office unfeasible. Mailing/delivery and container costs also apply. |
| **Customized Service** |
| Cost varies - Actual cost (based upon request) | Data compilations prepared or accessed as a customized service. Cost is in addition to above fees for copies, including mailing/delivery and container costs. RCW 42.56.120(3). |
| **Deposits** |
| 10 percent of estimated cost to fulfill request | When the estimated copying cost for fulfilling an entire request or an installment, or when providing a customized service, exceeds $25. RCW 42.56.120(4); WAC 44-06-092. |

**Updated 4-9-19**