City Clerk's Rule
Public Records Requests Fees

The City Clerk issues the following rules pursuant RCW 42.56.120(2)(b) and Section 5.0 of the City of Everett's Public Records Act Compliance Policy Number 100-16-08.

1.   The fee schedule for public records requests will be maintained by the City Clerk and updated administratively:
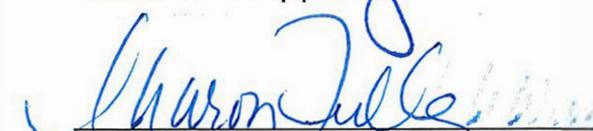
Printed copies	$0.15 per page
Scanned copies	$0.10 per page
Electronic files and/or electronic attachments	$0.05 per each 4 files
Transmission of records via electronic format	$0.10 per 1 GB
Digital Media Storage	At cost
Mailing costs	At cost

Explanation:
It is unduly burdensome for the City of Everett to calculate the "actual cost" of copying and producing public records on a case-by-case basis. The City receives over 800 requests per year at the Clerk's Office and 18,500 requests at the Everett Police Department. To determine the actual cost, the City would need to conduct a study by tracking costs on thousands of requests. Costs vary significantly from request to request depending on its size, complexity, level of legal review required, number of redactions required, the format of the records, and personnel (salary) working on a request. Determining actual costs to copy and produce public records requests is impractical, if not impossible. Further, to conduct an adequate study of costs would take an extraordinary amount of time and money due to the variations in the production of one request to the other. Moreover, the added cost of conducting a study for each request would interfere with the City's ability to respond to requests in a timely manner. Therefore, the City adopts the following copy costs pursuant to the authority under RCW 42.56.120(2)(b) and Section 5.0 of the City of Everett's Public Records Act Compliance policy. These charges shall go into effect immediately and apply to all pending Public Records Act requests.

_____   8/28/17
CAO/CFO Approval   Date

_____   8/28/2017
City Clerk's Approval   Date