

Public Records Charges:

A 10% deposit may be required per RCW 42.56.120. Postage charges may be added.

Photocopies 8.5" x 11", 8.5" x 14", 11" x 17"	15 cents per page*
Digital Media Storage (DVDs, CDs, thumb drives, hard drives, etc.)	Actual costs incurred by agency
Scanned Copies	10 cents per page*
Outside Vendor/Non-standard or Color Copies	Actual costs incurred by agency
Electronic Transmission of Records	5 cents for every four electronic files or attachments, or 10 cents per gigabyte
NOTE: Actual costs incurred by the agency <u>may</u> include sales tax. Example: Kinko's, photographs, video, etc.	
*Two-sided document equals 2 pages	

As an alternative to the authorized default rates above, NORCOM may charge a flat fee of up to two dollars if NORCOM reasonably estimates that the costs allowed are clearly equal to or more than two dollars.

Custom Service Charge:

NORCOM may assess a customized service charge for records requests that require the preparation of data compilations or customized electronic access services that are not used by the agency for other purposes. The fee is in addition to the authorized copying costs, and may include reimbursement for the actual costs of providing the records. NORCOM may not assess a customized service charge unless the agency notifies the requestor, explains the reason for the charge, and provides a cost estimate. The requestor may amend his or her request to avoid or reduce the costs. A requestor may seek judicial review of the reasonableness of an agency's estimate for copying charges.

Also, NORCOM may waive any fee for a request if it is determined the fee is unwarranted. NORCOM may enter into a contract or other agreement with a requestor who provides an alternative fee arrangement to the authorized charges or in response to a voluminous or frequently occurring request.