

<b>Fee Schedule as provided in 42.56 RCW</b>	
15 cents/page	Photocopies of paper records or printed (paper) copies of electronic records (applies if requestor asks for paper copies)
10 cents/page	Electronic copy of scanned paper records (applies if paper copies must be scanned in order to produce in electronic format)
10 cents/gigabyte	Cost for transmitting records in an electronic format (such as e-mail or a digital media storage device)
5 cents/each 4 electronic files or attachments	Files and attachments uploaded to e-mail or other means of electronic delivery (applies if records are already stored electronically and requestor asks for such records to be provided via e-mail or a digital media storage device, such as a CD or thumb drive)
Actual cost	Cost of a digital storage media device, such as a CD, DVD, or thumb drive
Actual cost	Any container or envelope used to mail copies
Actual cost	Postage or delivery charges
<b>OTHER COSTS</b>	
Cost varies (per other statutes) 42.56.130 RCW	Records for which other costs are authorized pursuant to laws outside of RCW 42.56.
Customized service charge (varies depending on request) 42.56.120(3) RCW; 44-14-05004 WAC	If the request requires the use of IT expertise to prepare data compilations or when customized access services are not used by the District for District business purposes, the District may charge a customized service charge.
Cost varies (actual cost based upon vendor cost)	Records sent to an outside vendor due to their unusual size or format, or other factors making copying by District unfeasible. Mailing/delivery and container costs also apply.
<b>DEPOSITS</b>	
10 percent of estimate cost to fulfill request 42.56.120(4) RCW	When the estimated copying cost for fulfilling an entire request or an installment, or when providing a customized service exceeds \$25, the District may require a 10% deposit.