

Department of Commerce Public Disclosure Request (PDR) Fee Schedule for PDR's received after January 1, 2019

Paper Records

15 cents per page	Production of paper records
Actual costs for shipping (calculated per request)	Shipping costs will be applied to production of paper records as set forth in RCW 42.56.070(7)(A)

Electronic Records

5 cents for each 4 electronic files	Electronic files and attachments uploaded to file sharing site, delivered on CD, DVD or Thumb Drive
10 cents per gigabyte	Electronic files and attachments uploaded to file sharing site, delivered on CD, DVD or Thumb Drive
Actual costs for a CD, DVD or Thumb Drive	For production of electronic records on a CD, DVD or Thumb Drive as set forth in RCW 42.56.120(2)(b)(v)

Scanning Charges (paper → electronic)

10 cents per page	Scanning to convert paper records to electronic format (applies if paper copies must be scanned in order to produce in electronic format)
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- *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. Payment is required prior to records production*
- *Copy charges above will be applied based on scope of request and volume of responsive records*
- *The public disclosure officer may waive fees for copies of public records as set forth in WAC 365-10-060*
- *There is no fee for the onsite inspection of public records*