

## Public Records Act Fee Schedule

Fees for production of public records will be charged according to the fee schedule below, adopted by the Snoqualmie City Council on January 22, 2024. Payment of fees is required prior to release of records. All inquiries including request for appointments to inspect records and requests to waive the fees must be made through the Public Records Officer.

*Note: Multiple fees may apply to the same records request.*

Records Available at No Cost		
In-Person Records Inspection at a City Facility	Appointments available M-W from 8am-5pm. Appointment time slots range from 30 minutes to 1 hour.	No Charge
Records on the City's Website	Direct web links to records already available on the City's website	No Charge
Paper Copies		
Standard Paper	(11"x17" or smaller) Per side of paper	\$0.30
Plotter Paper	24" x 36" (Size D) Per page	\$10.00 for the first page \$1.50 for each additional page
Plotter Paper	36" x 48" (Size E) Per page	\$20.00 for the first page \$3.00 for each additional page
Plotter Paper	Other Sizes - Per job requiring outsourcing	Actual cost of vendor's fees
Copying Physical Records to Electronic Format		
Scanning Fee  For records which do not exist in electronic format	Per minute  OR  Per scanning project if outsourced	Actual cost: <b>\$1.12/minute x # of minutes</b>  <u>Over 2 estimated hours or no equipment:</u> Project to be outsourced to a local professional scanning vendor. Vendor's actual costs will be charged.
Copying Electronic Records		
Electronic File Flat Rate The cost of each original electronic file copied.	Per Record	<b>First 10 Records: No Charge</b> <b>11+ Records: \$0.25 per Record</b>
Gigabyte Fee For requests with one GB or more of data.	Per gigabyte (GB) of files	<b>\$0.10</b> (Statutory Default Rate) Requests with less than 1 GB are not charged this fee
Video or Audio Tape Reproduction	Per job requiring outsourcing	Actual cost of vendor's fees
Copying Records to a Storage Device (USB drive, external hard drive, etc.)	Per minute	<b>\$1.12 per minute spent copying records (plus cost of storage device)</b>
Other Records Fees		
Mailing Records	Per envelope/package	<b>Actual cost to mail the records [includes envelope or container, postage, delivery fees, and staff time (\$1.12 per minute)]</b>
Digital Records Storage Device	Per device	Actual cost of the storage device
Technical Expertise to Prepare Data Compilations or Provide Customized Access to Data or Records	Per job requiring expertise	Actual cost of staff time or vendor's fees
Outsourced Copying Services from a Third-Party Vendor	Per job requiring outsourcing	Actual cost of vendor's fees

Credit Card Surcharge	Per Request	Actual cost of surcharge added to any transaction paid by credit/debit card.
<b>Police-Specific Records Fees</b>		
Police Report or Collision Report	Per report Police reports may include the case report with narrative or CAD notes if there is no narrative. <i>(Note: If a requester asks for dispatch calls, they will receive the police report with narrative or CAD notes if there is no narrative.)</i>	<b>Parties directly involved in the incident: No Charge for electronic copy; paper copy charges apply.</b> <b>Parties not directly involved: \$5.00 per report</b>  “Directly Involved” means complainant, defendant, person contacted, or victim.
Clearance Letter	Per letter	<b>\$15.00</b>
<b>Deposits</b>		
If the estimated cost of producing requested records is \$50.00 or more, the City reserves the right to collect a 10% deposit of the estimated fees before beginning work on the request. After the deposit is received, staff will commence work. Once the records are available, communication will be sent to the requester for the total actual cost minus the deposit amount. The records will be provided after full payment is received. This applies whether records are produced in one installment or more.		