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WASHINGTON STATE LEADERSHIP BOARD

RECOGNIZING LEADERS. CULTIVATING LEADERSHIP.

WSLB Public Records Fee Schedule

Per the Washington State Public Records Act, [RCW 42.56.120](#), agencies may charge fees to recover costs of making and providing copies of records when fulfilling requests.

Copies of Records:	
15 cents/page	Photocopies, printed copies of electronic records when requested by the requester, or for the use of agency equipment to make photocopies.
10 cents/page	Scanned records, or use of agency equipment for scanning.
1.25 cents/electronic record	5 cents for each 4 electronic files or attachments uploaded to email, or cloud-based data storage service, or other means of electronic delivery.
10 cents/gigabyte	Records transmitted in electronic format or for use of agency equipment to send records electronically.
Other Costs:	
Actual Cost	Digital storage media or devices.
Actual Cost	Any container or envelope used to mail copies.
Actual Cost	Postage or delivery charges.
Actual Cost	Customized service charge (in addition to fees for copies above) will be imposed if request will require use of information technology expertise to compile data.

Note: The Public Records Officer has the authority to waive fees.

RCW 42.56.080 states that requests must be for an identifiable record.