

**Office of the State Treasurer Public Records Fee Schedule
Per the State of Washington's Public Records Act, RCW 42.56.120**

Inspection	
No fee	Inspection by requester at agency office in Olympia
No fee	Requester accessing or downloading records the office routinely posts on its web site
Copies	
15 cents per page	Photocopy of paper records, or printed (paper) copies of electronic records (applies if requester asks for paper copies)
10 cents per page	Electronic copy of scanned paper records (applies if paper copies must be scanned in order to produce in electronic format)
5 cents for each 4 electronic files or attachments	Files and attachments loaded and delivered on a digital storage media (CD, DVD or thumb drive)
10 cents per gigabyte	Files and attachments loaded and delivered on a digital storage media (CD, DVD or thumb drive).
Actual cost	Digital storage media or devices; any container or envelope used to mail copies; postage or delivery charges.
Copy Charges - Other Records	
Cost varies – Per other statutes	Records for which other costs are authorized pursuant to laws outside RCW 42.56. RCW 42.56.130.
Cost varies - Actual cost (based upon vendor cost to office)	Records sent to an outside vendor due to their unusual size or format, or other factors making copying by office unfeasible. Mailing/delivery and container costs also apply.
Customized Service	
Cost varies - Actual cost (based upon request)	Data compilations prepared or accessed as a customized service. Cost is in addition to above fees for copies, including mailing/delivery and container costs. RCW 42.56.120(3).
<ul style="list-style-type: none"> • <i>Copy charges above may be combined to the extent more than one type of charge applies to copies responsive to a particular request</i> • <i>Copy charges are assessed for each installment of records provided to the requester</i> • <i>Copy charges above may be waived in limited circumstances as set forth in WAC 474-01-091.</i> 	