

Revised PRA Rule 150 (as approved by City Manager on 08/21/2024)

PRA Rule 150. Costs of providing copies of public records.

The City charges for the cost of copies and for the reasonable costs associated with redacting body worn camera footage, as detailed in this rule and in compliance with RCW 42.56.

- (1) The City will charge \$.15 per page for standard black and white photocopies and \$.52 per page for color copies. The City charges the actual cost of reproduction for nonstandard copies such as engineering drawings and photographs. The City generally provides copies of records electronically by email or via ftp share site for larger file sizes. A requestor may request the City copy electronic files to a usb drive. In this case, the City will charge the requestor for the actual cost of the drive.
- (2) The City will charge \$.73 per minute for the actual time incurred to apply redactions to body worn camera footage, pursuant to City Resolution M-4292. The City will not charge this fee to requestors that are exempt from fees under RCW 42.56.240(14)(e)(1).
- (3) The City will charge the actual cost of mailing envelope or box and postage for copies it mails to a requestor. The City will mail copies upon request, otherwise the City will make copies available electronically by email or ftp share site.
- (4) The City may require a 10 percent deposit for the estimated costs of copying responsive records and for the estimated cost of redacting body worn camera footage. The City will require payment in full before releasing records to a requestor. The City may charge and collect the fees applicable to records released in installments at each installment release.
- (5) The City may waive copying charges for administrative convenience.