



Public Records Fee Schedule

Inspection

No fee	Inspection by requester at agency office in Olympia - by appointment
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 per each four electronic files or attachments	Uploaded to email, CD/DVD, cloud-based data storage device, or other means of electronic delivery.
10 cents per gigabyte	Transmission of records uploaded to email, CD/DVD, cloud-based data storage device, or other means of electronic delivery.
Actual cost*	Records on CD/DVD - includes cost of disc, sleeve, mailer and postage.
Actual cost*	Container or envelope used to mail paper or other types of copies
Actual cost*	Postage or delivery charges

- *Copy charges above ↑ may be combined to the extent more than one type of charge applies to copies produced in responsive to a particular request*
- *Copy charges are assessed for each installment of records provided to the requester*
- *Copy charges above ↑ may be waived in limited circumstances as set forth in WAC 263-12-01701*
- **Actual cost dependent on number of items used, size of container/envelope, weight of package, or other delivery service rates via USPS/UPS/FedEx*

Copy Charges - Other Records

Cost varies – Per other statutes	Records for which other costs are authorized or governed 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).
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Deposits

10% of Total Owed	Requests completed in installments due to volume and/or customized service fee is owed, 10% of total owed must be paid prior to work beginning on each installment.
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[RCW 42.56.120\(1\),\(2\)\(b\) & \(c\), \(3\), \(4\)](#)

[RCW 42.56.130](#)

[WAC 263-12-01701](#)

Upon Receipt of Invoice, Mail Cash or Money Order to:

Board of Industrial Insurance Appeals
Fiscal Department
PO Box 42401
Olympia, WA 98504