

## PRA Fee Schedule

**This fee schedule applies to all requests submitted August 9, 2017, and later <sup>1</sup>**

<u>Paper copies</u>	15 cents per page
<u>Scanned copies</u>	10 cents per page
<u>Records uploaded to email, cloud-based storage, CD/DVD, or flash drive</u>	5 cents per every 4 electronic files
<u>Records transmitted in electronic format</u>	10 cents per gigabyte (GB)
<u>Digital Storage Media Device (CD/DVD, flashdrive)</u>	Actual Cost
<u>Sleeve</u>	Actual Cost
<u>Postage</u>	Actual Cost
<u>Customized Service Charge</u>	When the request would require the use of IT expertise to prepare data compilations or when such customized access services are not used by the agency for other business purposes. The agency may charge the actual cost. The agency must notify the requestor that it will be doing a customized service and can require a 10 percent deposit.

**Examples:**

Installation contains	327 scanned pages x 10 cents per page	\$32.70
	79.84 MB	\$0.00
	68 electronic files / 4 = 17 x 5 cents	\$0.85
	CD	\$0.17
	Sleeve	\$0.07
	Postage	\$1.12
	<b>Total:</b>	<b><u>\$34.91</u></b>

Installation contains	200 emails / 4 = 50 x 5 cents	\$2.50
	116,329 KB	\$0.00
	Flashdrive	\$4.38
	Sleeve	\$0.07
	Postage	\$0.70
	<b>Total:</b>	<b><u>\$7.65</u></b>

**Snohomish County waives fees for production of records if production totals less than \$1. Production of records does not include actual cost of digital storage media device, envelope, and postage. Snohomish County always charges actual costs of digital storage media device, envelope, and postage (if applicable).**

<sup>1</sup> Adopted by Snohomish County Council on August 9, 2017. See Emergency Ordinance 17-055