**PRA Fee Schedule**

**[RCW 42.56.120](https://apps.leg.wa.gov/rcw/default.aspx?cite=42.56.120)**

**This fee schedule applies to all requests submitted June 28, 2018, and later¹**

|  |  |
| --- | --- |
| **Paper copies** | 15 cents per page |
| **Scanned copies** | 10 cents per page |
| **Records uploaded to email, cloud-based storage, CD/DVD, or flash drive** | 5 cents each per each 4 electronic files or attachments |
| **Records transmitted in electronic format** | 10 cents per gigabyte (GB) |
| **Digital Storage Media Device (CD/DVD, flash drive)** | Actual Cost |
| **Envelope** | Actual Cost |
| **Postage** | Actual Cost |
| **Customized Service Charge** | 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:** Installment 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

 Envelope 0.07

 Postage    1.12

 **Total: $34.91**

Installment contains 200 emails / 4 = 50 x 5 cents $ 2.50

 116,329 KB 0.00

 Flash drive 4.38

 Envelope 0.07

 Postage   0.70

 **Total: $7.65**

**Sound Transit 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. Sound Transit always charges actual costs of digital storage media device, envelope, and postage (if applicable).**