

**WAC 148-276-090 Costs of providing copies of public records.**

(1) **Costs for paper copies.** There is no fee for inspecting public records. A requestor may obtain standard black and white photocopies for fifteen cents per page and color copies for twenty-five cents per page.

Before beginning to make the copies, the public records officer or designee may require a deposit of up to ten percent of the estimated costs of copying all the records selected by the requestor. The public records officer or designee may also require the payment of the remainder of the copying costs before providing all the records, or the payment of the costs of copying an installment before providing that installment. The center will not charge sales tax when it makes copies of public records.

(2) **Costs for electronic records.** The cost of electronic copies of records shall be five dollars for information on a CD-ROM. The cost of scanning existing center paper or other nonelectronic records is ten cents per page. There will be no charge for emailing electronic records to a requestor, unless another cost applies such as a scanning fee.

(3) **Costs of mailing.** The center may also charge actual costs of mailing, including the cost of the shipping container.

(4) **Payment.** Payment may be made by cash, check, or money order to the Washington state center for childhood deafness and hearing loss.

[Statutory Authority: RCW 72.40.0191 and 42.56.100. WSR 16-11-001, § 148-276-090, filed 5/4/16, effective 6/4/16. Statutory Authority: RCW 72.40.022 and 42.17.250. WSR 90-16-017, § 148-276-090, filed 7/19/90, effective 8/19/90.]