

WAC 132S-10-080 Fee schedule for providing copies of public records. (1) The fee schedule for providing copies under which the college may charge:

PRA Fee Schedule

Actual cost	Customized service charge (in addition to fees for copies - See copying fees below.
Copies:	
Fifteen (15) cents/page	Photocopies, printed copies of electronic records when requested by the requestor, or for the use of college equipment to make photocopies.
Ten (10) cents/page	Scanned records, or use of college equipment for scanning.
Five (5) cents/each for electronic files or attachment	Records uploaded to email, or cloud-based data storage service, or other means of electronic delivery.
Ten (10) cents/gigabyte	Records transmitted in electronic format or for use of college equipment to send records electronically.
Actual cost	Digital storage media or devices.
Actual cost	Any container or envelope used to mail 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 responsive to a particular request.	
Option for copies:	
Up to a two-dollar (\$2.00) flat fee	As an alternative to the copy charges, the college may charge a flat fee of up to two dollars for any request when the college reasonably estimates and documents the costs are equal to or more than two dollars. If applied to the initial installment, additional flat fees shall not be charged for subsequent installments.

(2) Customized service charge. In addition to the charge imposed for providing copies of public records and for equipment copying costs, the college may include a customized service charge. A customized service charge may only be imposed if the college estimates that the request would require the use of information technology expertise to prepare data compilations, or provide customized electronic access services when such compilations and customized access services are not used by the college for other college purposes. This charge may reimburse the college up to the actual cost of providing the services. The college will notify the requestor of the charge, explanation of why the charge applies, a description of the specific expertise and a reasonable estimate for the charge before the request is filled. The college will also provide the requestor the opportunity to amend the request in order to avoid or reduce the cost.

(3) Payment. Payment may be made by cash, check, or money order to Columbia Basin College, 2600 North 20th Avenue, Pasco, WA 99301.

[Statutory Authority: RCW 25B.50.140 [28B.50.140], 2017 c 303, 2017 c 304 and chapter 42.56 RCW. WSR 17-23-180, § 132S-10-080, filed 11/21/17, effective 12/22/17. Statutory Authority: RCW 28B.50.140. WSR 16-12-039, § 132S-10-080, filed 5/25/16, effective 6/25/16.]