

**WAC 465-10-080 Copying and fees. (1) Copying.**

(a) The authority shall make copies on the authority's copy equipment when doing so will not unreasonably disrupt the operations of the authority or cause excessive interference with other essential functions.

(b) Persons requesting public records may use their own copying equipment and paper without charge when the use of such equipment does not cause damage or disorganization to the public records, unreasonably impede the operations of the authority or cause excessive interference with other essential functions. The authority may supervise such copying at all times.

**(2) Fees.**

(a) The authority shall not charge a fee for locating documents, for making them available, or for inspection of public records by the public.

(b) The authority will charge a fee of twenty-five cents per page for providing copies of public records and for use of the authority's equipment. The authority may impose a reasonable fee for mailing costs, postage, delivery costs, and other costs directly incident to copying the records. The authority shall not charge fees that exceed the amount necessary to reimburse the authority for its actual costs.

(c) The authority shall not provide copies to requesting parties unless associated fees have been paid in full by cash, check, or money order. To ensure that copies requested and made are actually paid for, the authority may require payment prior to making the copies.

(d) The authority may agree to provide copies without fee to federal, state, local, or tribal governments, or to others, when doing so is in the best interest of the authority.

[Statutory Authority: RCW 43.340.030 [(1)](h) and 34.05.220 (1)(b). WSR 02-20-024, § 465-10-080, filed 9/23/02, effective 10/24/02.]