



# Public Records Fee Rule Making

The two options for charging fees under a public records request (*Public Records Act, 42.35 RCW*):

**Actual cost method** – if an agency elects to use actual costs, they must:

- Determine real costs associated with records production,
- publish the factors used to determine those rates, *and*
- conduct public hearings *before* implementing the actual cost method.

**Statutory fee method** – if an agency elects to use the fee schedule outlined in statute, they must:

- adopt a rule explaining why it would be ‘unduly burdensome’ to use actual costs.



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## WAC 222-08-090 Disclosure of public records

*(6) ...For printed, typed and written public records of a maximum size of 8 1/2" by 14", the board shall charge twenty-five cents per page to reimburse the board for the actual costs of providing the copies...*

All other provisions regarding how the public requests records or how staff responds to requests remain the same – this rule making is related to public record fees.

