Washington State University Office of Public Records Fee Schedule – RCW 42.56.120; RCW 42.56.130	
Inspection	
No fee	Inspection by requester
No fee	Requester accessing or downloading records the office routinely posts on its website
Copies	
15 cents per page	Photocopy of paper records, or printed paper copies of electronic records (when requested)
10 cents per page	Records scanned into electronic format (applies if paper copies must be scanned in order to produce in electronic format)
5 cents for each 4 electronic files or attachments	Electronic files uploaded to an email, cloud storage service, or other electronic delivery system
10 cents per gigabyte	Transmitting records electronically
Actual cost	Records on any digital storage media or device provided by the agency (CD, DVD, USB drive, portable hard drive) - includes cost of device, container, envelope, postage, and delivery fees.
Actual cost – Amount dependent on size of container or envelope	Container or envelope used to mail paper or other types of copies
Actual cost – Amount dependent upon weight & USPS or other delivery service rates	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* • *Copy charges are assessed for each installment of records provided to the requester* • *Copy charges above ↑ may be waived in limited circumstances as set forth in WAC 44-06-092*	
Copy Charges - Other Records	
Cost varies – Per other statutes	Records for which other costs are authorized pursuant to laws outside RCW 42.56. (RCW 42.56.130.)
Cost varies - Actual cost (based upon vendor cost to office)	Records sent to an outside vendor due to their unusual size or format, or other factors making copying by office unfeasible. Mailing/delivery and container costs also apply.
Body-Worn Camera Video Redaction	
52 cents per minute of staff time	Fee estimates for body-worn camera video redaction are based on an estimated 4 minutes of staff time to redact 1 minute of raw footage. (RCW 42.56.240(14)(f)(1)) WSU does not charge redaction time for requesters listed in RCW 42.56.240(e)(i).
Customized Service	
Cost varies - Actual cost (based upon request)	Data compilations prepared or accessed as a customized service. Cost is in addition to above fees for copies, including mailing/delivery and container costs. (RCW 42.56.120(3))
Deposits	
10 percent of estimated cost to fulfill request	Percentage of the estimated cost of providing records for a request or the estimated cost of staff redaction time for body worn camera footage, including a customized service charge. (RCW 42.56.120(4); WAC 504-45-070)

All required fees must be paid in advance of release of the copies or an installment of copies, or in advance of when a deposit is required.
No refunds will be issued for abandoned or withdrawn requests.
Requesters may ask for a fee estimate prior to processing the request.
For payments made by credit or debit card, a service fee equivalent to the cost of processing the payment is charged: 2.9% + $0.30.
Due to our credit card vendor's minimum charge requirements, all credit card charges of less than $0.50 will be rounded up to $0.50, as required by the vendor. Requesters who do not wish to pay the $0.50 minimum charged by WSU's credit card vendor may pay by cash, check, or money order.