## 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.
- Container or envelope used to mail paper or other types of copies
- Postage or delivery charges

### 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No refunds will be issued for abandoned or withdrawn requests.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.