



Snohomish Regional Fire & Rescue

-- Fee Schedule --

Pursuant to RCW 42.56.120, the District is not calculating all actual costs for copying records because to do so would be unduly burdensome for the following reasons: (1) the District does not have the resources to conduct a study to determine all of its actual copy costs; (2) conducting such a study would interfere with the essential functions of the District and (3) this policy adopts the fee schedules and requirements as provided by the state legislature in RCW 42.56.120. The following charges shall be imposed to reimburse the District for costs incurred in providing public records and may be adjusted by staff if the statutory fees change.

General Records. With the exception of medical incident reports, the District shall charge a fee of fifteen cents per page for providing a photocopy or a printout of an electronic records. The District may also charge for the actual cost of any container or envelope used to deliver records and the actual cost of postage or delivery charges.

Electronic Records. With the exception of medical incident reports, if records are provided in electronic format the District shall charge a fee of ten cents per page for hard copies scanned into an electronic format and five cents for each four electronic files or attachments transmitted electronically and ten cents per gigabyte for transmitting electronic records. The District may also charge for the cost of media on which the record is disclosed (CD, DVD, etc.). The Records Retention Officer may waive copying fees as a matter of administrative convenience for small requests.

Medical Incident Reports. In accordance with chapter 70.02 RCW the District may charge the rates established by the Department of Health (WAC 246-08-400, which currently establishes a clerical fee for searching and handling requests for medical incident reports of \$28.00 for each report. In addition, the District shall charge \$1.24 per page for the first 30 pages and \$.94 per page for all additional pages of each report copied or printed out. The Records Retention Officer may waive copying fees or use the general record fees as a matter of administrative convenience for small requests.

Video and Audio Tapes. The District shall charge the actual cost it incurs in commercially duplicating audio or visual tape records.

Customized Service Charge. The District may impose a customized service charge for requests that require the use of IT expertise beyond the level that can be met by staff. In the event District Records Retention Officer determines that IT expertise will be necessary to comply with the request, the District Retention Officer shall use the following procedures:

- The District Records Retention Officer shall notify the requestor of the charge and shall provide an explanation of why the charge is necessary and shall provide a reasonable estimate of the charge. The requestor shall be provided an opportunity to amend the request to avoid the need for the charge.

Deposits. The District may require a deposit of up to 10% of the estimated cost of copying records prior to copying records for a requestor. The District shall not proceed with responding to the request until the deposit is received.



Snohomish Regional Fire & Rescue

-- Fee Schedule --

Installments. If the District releases records on a partial or installment basis, it will charge for each part of the request as it is provided. If, within thirty days, the requestor fails to inspect or pay for an installment, the public records officer or designee may stop searching for the remaining records and close the request.

Fee Estimates. The District may, and shall when specifically requested, provide a summary of the estimated applicable charges prior to producing the records and shall allow the requestor to revise the request to reduce the applicable charges.