

## City of Spokane/ County Sheriff Records Division

IN THE MATTER OF ESTABLISHING A )  
POLICY REGARDING FEES FOR COPIES )  
OF PUBLIC RECORDS MAINTAINED IN ) **ADMINISTRATIVE POLICY**  
THE SPOKANE POLICE/COUNTY SHERIFF )  
RECORDS DIVISION )

THE PUBLIC DISCLOSURE ACT provides that an agency may charge a per page cost for copies of public records no greater than the actual per page cost as established and published by the agency. To the extent the agency has not determined the actual per page cost for photocopies of public records, the agency may not charge in excess of .15 per page.

As provided for in RCW 42.56.070(7) THE SPOKANE POLICE/ COUNTY SHERIFF'S DIVISION DOES HEREBY ESTABLISH THE FOLLOWING RATES FOR PHOTOCOPIES AND MAILING OF PUBLIC RECORDS.

### FEE SCHEDULE

- **Copies on Paper**

15 Cents per page

*The systems we use require the generation of paper copies to preserve necessary redactions.*

- **If you wish to have those paper documents transferred to a CD there is an additional fee of:**

**Transfer to CD: \$6.50**

A/V Tech time (\$24.41 X .25) = \$6.10 +

(CD cost .23) + (Label .12) + (Paper sleeve .05)

- **If we have an electronic record that does not require redaction and it does not exceed file size limitations, we can send that to you electronically free of charge.**

- **If the records do not require redaction but the file size is too large to send electronically, we will charge you for the CD only.**

- **Postage and Envelopes**

Postage and #10 envelope (.61+.01) **\$0.62 (62 Cents)**

Postage and large flat envelope (1.39 + .20) **\$1.59 (4-5 oz.)**

Postage and large flat envelope (1.73 + .20) **\$1.93 (6-7 oz.)**

Postage and large flat envelope (2.07 + .20) **\$2.27 (8-9 oz.)**

Flat rate envelope (USPS) **\$4.90**

Flat rate box (USPS) **\$10.70**

- **Photographs**

3 ½ X 5 color(from originals on film only) **\$0.50 each**

Digital images provided on CD only **\$15.00** *(Service provided and fee set by Spokane County Sheriff's Forensic Unit)*

- **Mug shots**

**\$1.50** *(Service provided and fee set by Spokane County Sheriff's Forensic Unit)*

FURTHERMORE, THE FOLLOWING POLICY IS HEREBY ADOPTED:

- 1) No fee shall be charged for the inspection of public records.
- 2) The above fee schedule reimburses the cost of generating copies of public records.
- 3) Nothing contained in this policy shall preclude the office from agreeing to exchange or provide copies of manuals or other public records with other state or federal agencies, whenever doing so is in the best interest of the office.

This fee/policy shall be in effect as of the date of hereinafter and shall supercede any prior administrative policy.

Date this \_\_\_ 1st \_\_\_ day of \_\_\_ July \_\_\_, 2010

May B. Verver  
Mayor of Spokane

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