

## City of Spokane/ County Sheriff Records Division

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

### ADMINISTRATIVE POLICY

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.

The SPOKANE POLICE/ COUNTY SHERIFF'S DIVISION has determined that the actual per page cost for photocopies of public records is ( .90 for the initial page and .30 for subsequent pages ) 8 ½ X 11 paper. As provided for in RCW 42.56.070, THE SPOKANE POLICE/ COUNTY SHERIFF'S DIVISION DOES HEREBY ESTABLISH THE FOLLOWING RATES FOR PHOTOCOPIES AND MAILING OF PUBLIC RECORDS.

### FEE SCHEDULE

8 ½ x 11 paper	.90 (Initial page)
8 ½ X 11 paper	.30 (Subsequent pages)
Envelope – 10 x 13	.25
CD/DVD's	\$15.00
Postage	Actual cost
Photographs - 3 ½ X 5 color	.50
5 x 7 color	\$2.00
8 x 10 color	\$4.00
Mug shots	\$1.50
Mailing fee	\$1.50

FURTHERMORE, THE FOLLOWING POLICY IS HEREBY ADOPTED:

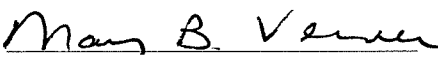
- 1) No fee shall be charged for the inspection of public records.
- 2) The above fee schedule reimburses the cost of providing copies of public records.
- 3) Nothing contained in this policy shall preclude the office from agreeing to exchange or provide copies of manuals or other public records with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

#### Actual Per Page Costs:

Wages(s):	Initial page of the record	
	Based on 18.09 per hour (.3015 per minute X 3 minutes)	= .9045
	Subsequent pages of the record	
	Based on 18.09 per hour (.3015 per minute)	= .30
Paper cost:	Computed using \$2.47 per ream	= .0049
Photo Copier:	Present service contract with IKON Office Solutions	= .0065
Toner:	2,850 pages per \$125 toner cartridge	= .043

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

Date this 20<sup>th</sup> day of July, 2008

  
Mayor of Spokane