

**Peninsula College's Office Public Records Fee Schedule –
RCW 42.56.120(2)(b) & (c), (3), (4); RCW 42.56.130**

Records Inspection	
No fee	Inspection by requester at Peninsula College office in Clallam County
No fee	Requester accessing or downloading records the office routinely posts on its web site
Copies	
15 cents per page	Photocopy of paper records, or printed (paper) copies of electronic records (applies if requester asks for paper copies)
10 cents per page	Electronic copy of scanned paper records (applies if paper copies must be scanned in order to produce in electronic format)
5 cents for each 4 electronic files or attachments	Files and attachments loaded and delivered on a digital storage media (CD, DVD or thumb drive)
10 cents per gigabyte	Files and attachments loaded and delivered on a digital storage media (CD, DVD or thumb drive).
Actual cost: \$4.09 each	Records on CD - includes cost of CD, Disc Sleeve, Mailer and Postage
Actual cost: \$4.12 each	Records on DVD - includes cost of DVD, Disc Sleeve, Mailer and Postage
Actual cost: \$6.34 each	Records on Thumb Drive - includes cost of Thumb Drive, Mailer and Postage
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
<ul style="list-style-type: none"> • <i>Copy charges above ↑ may be combined to the extent more than one type of charge applies to copies responsive to a particular request</i> • <i>Copy charges are assessed for each installment of records provided to the requester</i> • <i>Copy charge above may be waived in limited circumstances</i> 	
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.
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	When the estimated copying cost for fulfilling an entire request or an installment, or when providing a customized service, exceeds \$25. RCW 42.56.120(4)

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