

The Pierce Transit Board of Commissioners adopted the Fee Schedule on September 10, 2018, Resolution No. 2018-035.

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| **Proposed Fee Schedule for Public Records** |
| **Charges** | Pierce Transit proposes to adopt the statutory fee schedule as set forth in RCW 42.56.120 (2)(b), as set forth below. |
| **Copies:** |  |
| 15 cents/page | Photocopies, printed copies of electronic records when requested by the requester. |
| 10 cents/page | Records scanned from paper to an electronic document.  |
| 5 cents/each 4 electronic files or attachments | Records uploaded to email, or cloud-based data storage service, or other means of electronic delivery. |
| 10 cents/gigabyte | Records transmitted in electronic format or for use of agency equipment to send records electronically. |
| Actual cost | Digital storage media devices. |
| Actual cost | Any container or envelope used to mail copies. |
| Actual cost | Postage or delivery charges. |
| Actual cost | Access records from third-party vendors. |
|  Copy charges above may be combined to the extent more than one type of charge applies to copies responsive to a particular request. |
| \*Two-sided documents equal 2 pages. |
| \* Pierce Transit waives fees for production of records if production totals less than $2. Production of records does not include actual cost of digital storage media device, envelope, and postage. Pierce Transit charges actual costs of digital storage media device, envelope, and postatge (if applicable). |