

**Department of Revenue's Public Records Fee Schedule**  
**Effective January 6, 2018**  
**RCW 42.56.120(2)(b) & (c), (3), (4); RCW 42.56.130**

**Actual Costs of Items**  
**(Prices Subject To Change)**

- Cost of CD, DVD, Flash Drive
  - Disc Sleeve
  - Mailer (Cost dependent on size of container or envelope)
  - Postage (Cost dependent upon weight and USPS or other delivery charges)
- Copy charges below may be combined to the extent more than one type of charge applies to copies responsive to a particular request
  - Copy charges are assessed for each installment of records provided to the requester (installments will be determined based on the specifics of the request)
  - Copy charges below may be waived in limited circumstances as allowed in WAC [458-276-030](#)
  - Two-sided document equals two pages
  - If copy fees are less than \$2.00, there is no charge

**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)

**Copy Charges – Using Outside Vendor**

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
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**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)
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**Payments**

Deposit – 10 percent when the estimated copying cost for fulfilling an entire request or an installment, or when providing customized service, exceeds \$25. RCW [42.56.120\(4\)](#)

- Payments Accepted
- Check
  - In-Person Payment (By request only by requester) in accordance to Policy 4.7.1

**Inspection of Public Records**

No Fee	Inspection by requester at agency (to set an appointment for inspection, contact <a href="#">DOR Public Records</a> ).
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Public records maintained by the Department of Revenue will be available for inspection and copying at the Information Governance Office during the office hours of 9am to noon and 1:30pm to 4:00pm Monday through Friday, excluding legal holidays.