

<p><b>Subject: MULTI-DEPARTMENTAL</b></p> <p><b>ADMINISTRATIVE RULES</b></p> <p>Rules Regarding:</p> <p><b>Public Disclosure Fees</b></p>	<p>No. MDAR [MDAR number here]</p>	
	<p><b>Publication:</b></p> <p>6/19/2017</p>	<p><b>Effective:</b></p> <p>7/23/2017</p>
<p><b>Approved:</b></p> <p>[INSERT SIGNATURE LINES HERE]</p>	<p><b>Authority:</b></p> <p>SMC 3.104.010</p> <p>SMC 3.104.030</p>	

**INTRODUCTION**

This Multi-Departmental Administrative Rule (“MDAR”) was enacted in accordance with the notice and hearing procedures set forth in SMC 3.02.030. A notice of hearing was published in the *Daily Journal of Commerce* beginning on June 19, 2017. Notice was also provided on various City websites. A public hearing on the proposed MDAR was held on \_\_\_\_\_. The City also solicited and reviewed written comments on the proposed MDAR.

## 1. STATEMENT OF COSTS

The City's costs for providing copies of public records are set forth in the Statement of Costs below. Requestors of public records will be charged in accordance with the Statement of Costs, except as provided in Section 2 of this rule.

<b>Delivery method/materials</b>	<b>Description</b>	<b>Cost</b>
<b>Online delivery through Public Records Request Center (PRRC)</b>	<p>There are three steps where charges may be incurred for receiving records through the PRRC:</p> <ol style="list-style-type: none"> <li>1. A charge for uploading digital records (audio, electronic, documents, photo, video) to the system; fee is determined by electronic file size.</li> <li>2. Charge per minute of staff time to attach records to a response (minimum two minutes of staff time).</li> <li>3. Charge of staff time for each increment of 25 attachments to release records to the customer.</li> </ol>	<p>Record less than 1 GB: \$0.02 (minimum fee); record exceeding 1 GB: \$0.09 per GB</p> <p>\$0.41 per minute</p> <p>\$0.41 per minute</p>
<b>Discs</b>	Records are copied to optical storage devices such as CD or DVD.	\$1 per disc
<b>Paper copies</b>	A per-page charge for hard copies of requested records. B&W or color. 8 ½ x 11; 8 ½ x 14; 11 x 17; double-sided or single-sided.	\$0.15 per page
<b>Scans</b>	A per-page charge for converting a record from a paper copy to an electronic format.	\$0.10 per page
<b>Flash drives and other formats</b>	Customer can request records be delivered on a flash/thumb drive, USB, or other portable storage device.	Actual cost
<b>Outside vendor</b>	Outside vendors can be used for unusual formats, large quantities, or when a requestor asks for delivery of copies faster than the City can process.	Actual cost
<b>Postage</b>	If a customer requests records be delivered by U.S. Postal Service.	Actual cost (based on weight)
<b>Mailing materials</b>	Material to package records for mailing: Any size manila envelope.	\$0.45

<b>Delivery method/materials</b>	<b>Description</b>	<b>Cost</b>
	Disc protector (cardboard, jewel case, etc.)	\$0.50
<b>Body-worn video footage (redaction cost)</b>	A per-minute charge for redacting video footage.*	Actual cost (\$0.60 per minute of redaction time)

\*Redaction costs for body-worn video footage will be imposed in accordance with RCW 42.56.240(14).

## **2. WAIVER OF FEES**

In responding to public disclosure requests, Public Disclosure Officers (PDOs) should charge requestors for copies of records in accordance with the Statement of Costs. However, a department may waive fees for copies of records as appropriate, taking into consideration such factors as administrative or clerical errors made by PDOs or other City employees and the *de minimis* nature of the request.

This determination should be made on a case-by-case basis, and waivers should be the exception rather than the norm. Fees should not be waived for extraordinary requests. Waivers based exclusively on a requestor's identity are prohibited.