

Administrative Fees

City Council Agendas	No Charge
*Costs of Providing Copies of Public Records:	
For paper copies or printed copies of electronic records	\$.15/page
For records scanned into electronic format	\$.10/page
For uploading/attaching electronic files to digital storage media/devices(s), cloud-based data storage service or emails	\$.05/each for four electronic files or attachments
Digital storage device provided by the City	Actual cost
Minimum Mailing Fees:	\$2.00
Actual Costs of Shipping that totals more than \$2.00 shall be paid by the Requestor.	
Certification of Documents	\$2.00
NSF Check Fee	\$20.00
Plans Copy Fee for Public Disclosure Requests (18"x24")	\$.50/page
Plans Copy Fee for Public Disclosure Requests (24"x36")	\$.75/page

*The City's fees for providing copies of public records are based on state law, RCW 42.56.120