

**WAC 287-02-075 Costs of providing public records.** (1) There is no fee for inspecting public records. WSIB may impose a charge for providing public records.

(2) The WSIB does not calculate the actual costs for copying its records, because doing so would be unduly burdensome and it is in the public's best interest for the WSIB to adopt the fees in RCW 42.56.120 (2) (b). The WSIB fee schedule is:

<b>WSIB Fee Schedule</b>	
<b>Inspection:</b>	
No fee	Inspection of agency records on agency public internet website or scheduled at agency office.
No fee	Accessing or downloading records the agency routinely posts on its public internet website, unless the requestor asks the agency for records to be provided through other means (the following copy charges below then apply).
<b>Copies:</b>	
15 cents/page	Photocopies, printed copies of electronic records when requested by the requestor, or for the use of agency equipment to make photocopies.
10 cents/page	Scanned records, or use of agency equipment for scanning.
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 or devices: <ul style="list-style-type: none"> <li>• CD</li> <li>• DVD</li> <li>• Thumb drive</li> <li>• Other.</li> </ul>
Actual cost	Postage or delivery charges - Specific amount based upon postage/delivery charges for specific mailings or deliveries.
↑ <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>	
<b>Customized Service:</b>	

<b>WSIB Fee Schedule</b>	
Actual cost	Data compilations prepared or accessed as a customized service (cost is in addition to above fees for copies).

(3) The WSIB may charge the actual costs of providing electronic or paper copies in response to a public records request when complying with the public records request will require IT expertise to prepare data compilations or provide customized electronic access services that are not used by the WSIB for any other purpose.

(4) Before producing public records, the public records officer may require:

(a) A deposit of up to ten percent of the estimated costs of copying all the records requested;

(b) The payment of the remainder of the costs before providing all the records; or

(c) The payment of the costs of providing an installment before providing that installment. The WSIB will not charge sales tax when it makes copies of public records.

(5) Payment may be made by cash in the exact amount charged, check, or money order made payable to the Washington state investment board.

(6) If a requestor fails to pay for records in full or in part by the requested due date, the request will be closed.

(7) The WSIB may enter into any contract, memorandum of understanding, or other agreement with a requestor that provides an alternative fee arrangement to the fees charged above when the response to the particular request is voluminous or frequently occurring.

[Statutory Authority: RCW 42.56.040, 42.56.070, 42.56.100, 42.56.120, and 2017, c 304. WSR 18-18-013, § 287-02-075, filed 8/24/18, effective 9/24/18. Statutory Authority: RCW 42.56.040. WSR 16-24-047, § 287-02-075, filed 12/1/16, effective 1/1/17.]