

**WAC 430-01-100 General rules for charging.** (1) **No fees for costs of inspection.** The costs of preparing and copying the records for inspection including the costs for redacting and getting the records from state archive will not be charged to the requestor.

(2) **Standard photocopy.** Standard photocopies are black and white paper copies. If WSSDA will charge more than the fifteen cents per page maximum for photocopies, a statement of the actual cost of the copies produced indicating the factors and the manner used to compute the cost.

(3) **Charges for copies other than standard photocopies.** Nonstandard copies include color copies, engineering/architectural drawings, and photographs. WSSDA can charge the actual costs for nonstandard photocopies.

(4) **Copying charges apply only to copies selected by requestor.** When a requestor seeks to inspect a large number of records but only selects a smaller group of records for copying, copy charges can only be charged for the records selected by the requestor.

(5) **Use of outside vendor.** WSSDA is not required to copy records at its own facilities and can utilize external commercial copying center and bill the requestor for the amount charged by the vendor. WSSDA can arrange with the requestor to pay the vendor directly. WSSDA shall not charge the default fifteen cents per page rate when the actual cost of the copying vendor is less. The default rate is only for agency-produced copy.

[Statutory Authority: Chapters 28A.345 and 42.56 RCW. WSR 18-09-072, § 430-01-100, filed 4/16/18, effective 5/17/18.]