

**WAC 495A-276-090 Copying fees—Payments.** (1) In accordance with RCW 42.56.070(7) and 42.56.120, the district may charge fees for providing copies of public records. The district has determined that calculating the actual costs for providing copies would be unduly burdensome. The determination is based on the large number of factors involved in calculating the actual cost and the frequency with which these factors change. Therefore, the district adopts the schedule of fees provided in RCW 42.56.120(2).

(2) No fee shall be charged for the inspection of public records; however, in some cases the district will charge a fee for providing copies of public records. These fees are summarized in the fee schedule available on the district's website at [www.batestech.edu](http://www.batestech.edu).

(a) The district may impose a customized service charge to cover its costs if the request requires the use of information technology or computer-related expertise to prepare data compilations or if such customized access services are not used by the agency for other business purposes.

(b) The district may require a ten percent deposit in advance if the fee for producing copies of responsive records will exceed one hundred dollars.

(c) All fees must be paid by credit or debit card, money order, cashier's check, or cash in advance of receiving the public records.

(d) The charge above may be combined to the extent that more than one type of charge applies to copies produced in response to a particular request.

(e) Upon request, the district will provide a summary of the applicable charges before any copies are made and the requestor may revise the request to reduce the number of copies to be made and reduce the applicable charge.

(3) If the requestor fails to pay fees incurred for copying by the specified payment date, the district will close the request. In such a case, the requestor will receive notification at least ten business days in advance that the request will be closed for nonpayment.

[Statutory Authority: Chapter 34.05 RCW, RCW 28B.10.140, 42.30.075 and 42.17.310. WSR 19-17-032, § 495A-276-090, filed 8/14/19, effective 9/14/19. Statutory Authority: RCW 28B.10.140, 42.30.075, chapter 34.05 RCW and 1991 c 238. WSR 92-12-017, § 495A-276-090, filed 5/26/92, effective 6/26/92.]