

FEE SCHEDULE FOR COPIES OF PORT OF SEATTLE RECORDS

As provided under state law, the Port cannot charge a fee for locating public records or for making records available for review or inspection. The Public Records Officer has the discretion to waive charges under this fee schedule if doing so is in the best interest of the Port.

- The charge for standard black-and-white photocopies is fifteen cents (\$.15) per page.
- The charge to scan a paper-only copy of a record is fifteen cents (\$.15) per page.
- The Port is not required to copy or scan records at its own facilities and may use a commercial vendor. The Port may charge the requestor for the total actual amount paid to the vendor, including the costs of scanning, CDs, external hard drives and flash drives.
- There is no charge for producing electronic records by email or through Dropbox, Box.com or other secure file sharing, on-line method.
- For large productions of paper records, the Port may charge the actual cost of mailing, including the cost of postage and of the shipping container.
- For large productions of electronic records on external hard drives, the Port may charge the requestor the actual cost of the external hard drive. Alternatively, the requestor may choose to provide an unopened/new in package external hard drive.
- No sales tax is charged on copies of records made at the Port's facilities.
- Payment to the Port of Seattle under this schedule may be made by cash, check, or money order.