

## 2018 Copy Fees

Adopted on February 26, 2018 by Ordinance No. 18-0460,  
Amending Kenmore Municipal Code Chapter 1.10 Relating to Pubic Records.

| Type  | 2018 Fee  |
|---|---|
| <b><u>Public Records Requests</u></b>   |   |
| Review of requested records   | No charge   |
| Standard size black-and-white photocopies<br>(Standard sizes include 8-1/2" x 11", 8-1/2" x 14" and 11" x 17")  | 15 cents per page for 7 pages or more (charge includes first 6 pages); for example: 7 pages = \$1.05<br><br>Fee waived for 6 pages or less.     |
| Scanned copies (converting a record from paper copy to an electronic format)  | 10 cents per page for 11 pages or more (charge includes first 10 pages); for example: 11 pages = \$1.10<br><br>Fee waived for 10 pages or less. |
| Uploading/attaching electronic files to digital storage media/device(s), a cloud-based data storage or service, or emails (CD, DVD, thumb drive, email, or cloud service). If number of files is 80 or less, fee is waived. For example, 84 files will cost \$1.05. | 5 cents for each 4 electronic files or attachments  |
| Transmission of public records in an electronic format  | 10 cents per gigabyte   |
| <ul style="list-style-type: none"> <li>• Oversized documents such as building plans, maps, blueprints</li> <li>• Large copy jobs.</li> </ul> Outside vendors can be used for unusual formats or large quantities.   | Actual cost charge by outside vendor.   |
| Records copied to CD or DVD   | \$1.00 per CD or DVD  |
| Records copied to thumb/flash drive   | Actual cost of supplies   |
| Mailing envelopes or packaging and postage  | Actual cost supplies and postage  |

↑ Copy charges above may be combined to the extent more than one type of charge applies to copies responsive to a particular request.