

## PORT OF SUNNYSIDE – PUBLIC RECORDS ACT FEE SCHEDULE

Based upon information provided by the Washington State Attorney General’s Office.

This fee schedule applies to all public records requests submitted May 6, 2019, and later.

Paper Copies	A per-page charge for hard copies of requested documents. B&W or color. 8½ x 11; 8½ x 14.	15 cents per page
Scanned Copies	A per-page charge for converting a record from a paper copy to an electronic format.	10 cents per page
Records uploaded to email and/or a cloud-based service	A charge for uploading digital records (audio, electronic, documents, phone, and/or video) to email or a cloud-based transfer service such as Dropbox or WeTransfer.	5 cents each per every 4 electronic files or attachments
Records transmitted in electronic format	A charge for records provided by electronic delivery (email and/or a cloud-based service such as Dropbox or WeTransfer).	10 cents per gigabyte (GB)
Digital Storage Media Device	Customer can request records to be delivered on a USB drive, CD/DVD, and other portable storage devices.	Actual Cost
Mailing Materials	Material to package records for mailing.	Actual Cost
Postage	If a customer requests records to be delivered by U.S. Postal Service	Actual Cost
Outside Vendor	Outside vendors can be used for unusual formats, large quantities, or when a customer requests delivery of copies faster than the Port can process.	Actual Cost

Charges can be combined if more than one type of charge applies.

The Port of Sunnyside may waive fees for production of records if production totals less than \$1. Production of records does not include actual cost of digital storage media device, envelope, and postage. The Port of Sunnyside always charges actual costs of digital storage media device, envelope, and postage (if applicable).