



CITY MANAGER'S EXECUTIVE ORDER NO. 2

Charges for Providing Copies of Public Records

1. Under RCW 42.56.120, as amended by 1595 S.L., effective 7/23/2017), state and local agencies may charge members of the public:
 - a) the actual cost for copying and sending requested records, if the agency conducts a cost study, or;
 - b) charge fees not to exceed those in RCW 42.56.120, if the agency declares that a cost study would be unduly burdensome and states the reasons why.
2. The City Manager finds that calculating the actual costs that the City incurs when providing copies of public records is unduly burdensome for the following reasons:
 - a) The City's cloud-based storage and processing service vendor for providing records to requestors does not itemize charges. Instead, they charge a single fee for all the services they provide, *including storage*. This makes it impossible to calculate the *actual* per gigabyte or per attachment cost of providing records to requestors.
 - b) The City's multi-purpose scanner/printers are shared by all City staff for a variety of purposes that make determining the *actual* per page equipment costs for copying or scanning records extremely difficult.
 - c) A large number of City staff, with widely differing salary and benefit levels, copy and send records as a part of their work. The percentage of time each of these staff members spends directly related to copying and sending records also varies widely. For these reasons, calculating the *actual* per page labor cost of copying and sending records is onerous and impractical.
3. The costs of City staff members to scan and print copies of records – when calculated using the least expensive salary and benefit costs - would still exceed the fees allowed by RCW 42.56.210. This means that by using the fees outlined in statute, requestors will be charged less than the City's actual costs of copying and sending records.
4. The City Manager hereby declares that performing a study to calculate the actual costs of providing records is unduly burdensome and the City will, therefore, charge fees to copy and provide public records *not to exceed* those permitted by RCW 42.56.120. These fees will be posted online in the City's Public Disclosure Policy.

Steve Hall, City Manager

Date

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