

**Employment Security Department's Public Records Fee Schedule –
RCW 42.56.120 and RCW 42.56.130**

Inspection	
No fee	Inspection by requester at agency office in Olympia.
No fee	Requester downloads or accesses records routinely posted on ESD web site.
Copies	
15 cents per page	Photocopy of paper records or printed (paper) copies of electronic records (applies if requester asks for paper copies).
10 cents per page	Electronic copy of scanned paper records (applies if paper copies must be scanned in order to produce in electronic format).
5 cents for each 4 electronic files or attachments	Files and attachments loaded and delivered on a digital storage media (CD, DVD or thumb drive).
10 cents per gigabyte	Files and attachments loaded and delivered on a digital storage media (CD, DVD or thumb drive).
Actual cost	Records on CD - includes cost of CD, Disc Sleeve, Mailer and Postage.
Actual cost	Records on DVD - includes cost of DVD, Disc Sleeve, Mailer and Postage.
Actual cost	Records on Thumb Drive - includes cost of Thumb Drive, Mailer and Postage.
Actual cost – Amount dependent on size of container or envelope	Container or envelope used to mail paper or other types of copies.
Actual cost – Amount dependent upon weight and USPS or other delivery service rates	Postage or delivery charges.
<ul style="list-style-type: none"> • <i>Charges may be combined to the extent that more than one type of charge applies to copies produced in response to a request</i> • <i>Copy charges are assessed for each installment of records provided to the requester</i> • <i>Copy charges may be waived in limited circumstances as set forth in WAC 192-02-210</i> • <i>The requester is required to pay the fees in advance of receiving the records unless a fee waiver is granted</i> • <i>ESD will make a good faith effort to use the most reasonable cost-effective method available to the agency as part of its normal operations</i> • <i>A requester may ask ESD to provide a summary of the applicable charges before any copies are made</i> 	
Copy Charges - Other Records	
Cost varies – Per other statutes	Records for which other costs are authorized pursuant to laws outside RCW 42.56. RCW 42.56.130.
Cost varies – Actual cost (based upon vendor cost to office)	Records sent to an outside vendor due to their unusual size or format, or other factors making copying by office unfeasible. Mailing/delivery and container costs also apply.
Customized Service	
Cost varies – Actual cost (based upon request)	Data compilations prepared or accessed as a Customized Service. Cost is in addition to above fees for copies, including mailing and container costs. RCW 42.56.120(3). ESD may choose to charge a Customized Service fee for certain public records requests that require the use of information technology expertise to prepare data compilations or provide customized electronic access services when such services are not used by the agency. The Customized Service fee may reimburse up to the actual cost of providing these services. WAC 192-02-160.
Deposits	
10 percent of estimated cost to fulfill request	When the estimated copying cost for fulfilling an entire request or an installment, or when providing a Customized Service, exceeds \$25. RCW 42.56.120(4); WAC 192-02-160.