

**BEFORE THE BOARD OF COUNTY COMMISSIONERS  
OF ISLAND COUNTY, WASHINGTON**

**IN THE MATTER OF ) RESOLUTION C-46-22**  
**RE-ESTABLISHING FEES AND CHARGES )**  
**FOR PUBLIC RECORDS**

WHEREAS, the State Legislature by Engrossed House Bill 1595, chapter 304, Laws of 2017, Section 3, provides that an agency need not calculate the actual costs it charges for providing public records if it has rules or regulations declaring the reasons for doing so would be unduly burdensome; and

WHEREAS, Island County has a high volume of records, various locations, and types of public records received, generated and otherwise acquired by the County, which would place an undue burden on the County to calculate the actual costs for each type of record at each location; and

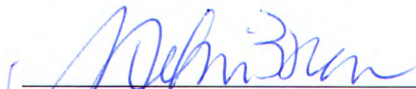
WHEREAS, Island County public records include body worn camera video subject to RCW 472.56.240;  
NOW THEREFORE,

BE IT HEREBY RESOLVED by the Board of County Commissioners:

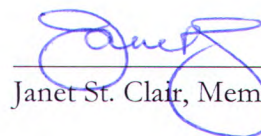
- 1) The Board of County Commissioners finds that it would be unduly burdensome to calculate the actual costs it charges for providing public records.
- 2) Fees and charges for public records as shown in Exhibit A are adopted.
- 3) Resolution C-120-17 is hereby repealed.

ADOPTED this 26<sup>th</sup> day of July, 2022.

**BOARD OF COUNTY COMMISSIONERS  
ISLAND COUNTY WASHINGTON**


  
\_\_\_\_\_  
Melanie Bacon, Chair

"excused"  
\_\_\_\_\_  
Jill Johnson, Member

  
\_\_\_\_\_  
Janet St. Clair, Member



Attest:

  
\_\_\_\_\_  
Virginia Shaddy, Clerk of the Board

**EXHIBIT A**

**FEES & CHARGES FOR PUBLIC RECORDS**

<b>FEES &amp; CHARGES FOR PUBLIC RECORDS</b>	<b>Amount</b>
Photocopies of public records	\$0.15
Printed copies of electronic public records when requested by the person requesting records	\$0.15
Per copy charge for the use of County equipment to photocopy public records if copying is done by the requestor or requestor's designee	\$0.15
Per page charge for public records scanned into an electronic format	\$0.10
Per page charge for the use of County equipment to scan records if scanning is done by the requestor or requestor's designee	\$0.10
Charge per each 4 electronic files or attachment uploaded to email, cloud-based data storage service or other means of electronic delivery	\$0.05
Charge per gigabyte for the transmission of public records in an electronic format or for the use of County equipment to send the records electronically	\$0.10
Any digital storage media or device provided by the County, the actual cost of any container or envelope used to mail the copies	Actual cost
Postage or delivery charge(s)	Actual cost
Outside vendor charge(s) for photocopying or scanning for a large number of records <i>[Note: Requestor will be given a reasonable estimate of cost and have an opportunity to revise his or her request in order to avoid or reduce the cost of such charge(s).]</i>	Actual cost
Customized service charge(s) for requests requiring the use of information technology expertise to prepare data compilations or provide customized access services that are not used by the County. <i>[Note: Requestor will be given a reasonable estimate of cost and have an opportunity to revise his or her request in order to avoid or reduce the cost of a customized service.]</i>	Actual cost
Redaction of Body Worn Camera Video	Actual Cost

No fee is charged for inspection of a public record or for locating a record. Fees may be waived due to the few number of copies/scans made or other circumstances.

Payment of fees is required prior to release of records unless other arrangements have been made.

The County may require a deposit of up to ten percent (10%) of the estimated cost of copying/scanning records, including a customized service charge or any other applicable charges, prior to providing any records for a requestor. The County may also require payment of the remainder of the cost before providing all of the records, or the payment of the costs of copying/scanning an installment before providing that installment.

Upon request, the County will provide a summary of the applicable charges before any copies/scans are made, and the requestor may revise the request to reduce the number of copies/scans to be made and the applicable charges.

Charges may be combined to the extent that more than one type of charge applies to copies/scans produced in response to a particular request.

State statute or federal law may set a fee for providing copies of certain records. Examples of fees set by state law are: death certificates, court papers, traffic accident reports, criminal history information. Where charges are established by state or federal law, charges will be as prescribed.