



WDFW Public Records Fee Schedule

Per the Washington State Public Records Act, RCW 42.56.120, agencies may charge fees to recover costs of making and providing copies of records when fulfilling requests.

Copies of Records:	
15 cents/page	Photocopies, printed copies of electronic records when requested by the requester, or for the use of agency equipment to make photocopies.
10 cents/page	Scanned records, or use of agency equipment for scanning.
1.25 cents/electronic record	5 cents for each 4 electronic files or attachments uploaded to email, or cloud-based data storage service, or other means of electronic delivery.
10 cents/gigabyte	Records transmitted in electronic format or for use of agency equipment to send records electronically.
Other Costs:	
Actual Cost	Digital storage media or devices.
Actual Cost	Any container or envelope used to mail copies.
Actual Cost	Postage or delivery charges.
Actual Cost	Customized service charge (in addition to fees for copies above) will be imposed if request will require use of information technology expertise to compile data.

Per WAC 220-120-060

- Before copying requested public records, the Public Records Officer or designee may require a deposit of up to ten percent of the estimated costs of copying all of the records. The public records officer or designee may also require payment of the remainder or an installment of the copying costs before providing all of the records.
- The department will not release any requested copies of public records unless and until the requestor has paid all copying and other charges as set forth in this section.
- The department may determine whether customized electronic access to public records is required if the department estimates that the request would require the use of information technology expertise to prepare data compilations, or provide customized electronic access services when such compilations and customized access services are not used by the department for other department purposes. The department will charge the actual costs, including staff time and outside vendor costs necessary to reimburse the department for providing customized electronic access services.
- The department may waive any charges for providing public records at the discretion of the Public Records Officer. This determination will be made on a case-by-case basis.
- Payment may be made by cash, check, or money order to the Washington Department of Fish and Wildlife.

Note: The Public Records Officer has the authority to waive fees.

RCW 42.56.080 states that requests must be for an identifiable record.