

# WALLA WALLA COMMUNITY COLLEGE

## PUBLIC RECORDS FEE SCHEDULE

### INSPECTION

No fee	Inspection by requester at Walla Walla Community College.
No fee	Requester accessing or downloading records the office routinely posts on its web site.

### COPIES

15 cents per page	Photocopies of paper records or printed copies of electronic records (applies if requester asks for paper copies).
10 cents per page	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 attachment uploads	Files and attachments uploaded to email, cloud-based data storage service, or other means of electronic delivery.
10 cents per gigabyte	Transmission of records in an electronic format or for the use of agency equipment to send records electronically.
Actual cost	Digital storage media or device provided by the agency.
Actual cost	Container or envelope used to mail paper or other types of copies.
Actual cost	Postage or delivery charges.

- Charges above may be combined to the extent that more than one type of charge applies to copies responsive to a particular request.
- Charges above are assessed for each installment of records provided to the requester.
- Charges above may be waived in limited circumstances.

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.
Deposit of 10% 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, a deposit may be required.