

RESOLUTION NO. 089-2018

AMENDING RESOLUTION 010-2015, FEES RELATED TO PUBLIC RECORDS

WHEREAS, on January 12, 2015, Kitsap County Board of Commissioners adopted Resolution 010-2015 which amended copying rates related to Public Records requests for Kitsap County;

WHEREAS, the state has recently amended the provisions regarding fees that may be charged under the Public Records Act, chapter 42.56 RCW;

WHEREAS, consistent with state statute, the County needs to amend and establish certain fees related to public records requests for Kitsap County.

NOW THEREFORE BE IT RESOLVED by the Board of County Commissioners for Kitsap County, Washington in regular session, hereby adopts the revised rates relating to Public Records requests for Kitsap County as set forth below and such other fees as authorized by state law:

Delivery Method, and Materials	Description	Cost
Scanned images	A per-page fee for records scanned into an electronic format or for the use of county equipment to scan the records.	\$.10 per page
Electronic delivery method	Electronic file or attachment uploaded to email, cloud-based data storage services, or other means of electronic delivery.	\$.05 cents per each four electronic files or attachments
	Fee for uploading digital records (e.g. audio, electronic, documents, photo, video) to the system; fee is determined by electronic file size.	\$.10 per gigabyte
Paper copies	A per-page fee for paper copies of requested records (photocopies or printed) when requested or for the use of county equipment to photocopy. (8 ½ x 11; 8 ½ x 14; 11 x 17; double-sided or single-sided.)	\$.15 per page
36" wide plotter	A per-foot fee for paper copies of requested records where record size is greater than 11 x 17.	\$.50 per foot of 36" wide paper

Flash drives, CD and other formats	Records provided on a CD/DVD, flash, thumb, USB or other portable storage devices	Actual Cost
Postage	Records delivered by U.S. Postal Services	Actual Cost (based on weight)
Mailing Materials	Material to package records for mailing	Actual Cost
	Any size manila envelope	Actual Cost
	Disc protector (cardboard, jewel case, etc.)	Actual Cost
Outside Vendors	Outside vendor used for unusual formats, large quantities or when requestor asks for delivery of copies faster than county can process or situations when county is unable to process	Actual Cost

ADOPTED this 23rd day of April 2018

**BOARD OF COUNTY COMMISSIONERS
KITSAP COUNTY, WASHINGTON**

Robert Gelder

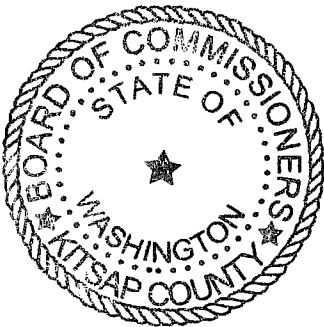
ROBERT GELDER, Chair

E. Wolfe

EDWARD E. WOLFE, Commissioner

NOT PRESENT

CHARLOTTE GARRIDO, Commissioner



ATTEST:

Mitchell C. Remm
Dana Daniels
Dana Daniels, Clerk of the Board