

Public Records Fee Schedule

As set out in RCW 42.56.120(2)(b), as amended by Chapter 304, by Laws of 2017, sec. 3, the Washington Health Benefit Exchange (WAHBE) will not be calculating actual costs for copying records, because to do so would be unduly burdensome for the following reasons: (i) the Exchange lacks the staff time and resources to conduct a study to determine all its actual copying costs; (ii) to conduct such a study would interfere with other essential functions; and, (iii) through the 2017 legislative process, the public and requesters have commented on and been informed of authorized fees and costs, including for electronic records, provided in RCW 42.56.120(2)(b) and (c), (3) and (4).

The Exchange will charge for copies of records consistent with the fee schedule established in RCW 42.56.120(2):

- Fifteen cents per page for photocopies of public records, printed copies of electronic public records when requested by the person requesting records, or for the use of agency equipment to photocopy public records;
- Ten cents per page for public records scanned into an electronic format or for the use of agency equipment to scan the records;
- Five cents per each four electronic files or attachment uploaded to email, cloud-based data storage service, or other means of electronic delivery; and
- Ten cents per gigabyte for the transmission of public records in an electronic format or for the use of agency equipment to send the records electronically. The agency shall take reasonable steps to provide the records in the most efficient manner available to the agency in its normal operations; and
- The cost of any digital storage media or device provided by the agency, the cost of any container or envelope used to mail the copies to the requestor, and the cost of any postage or delivery charge.

The Exchange may charge for customized services under 42.56.120(3). Under RCW 42.56.130, the Exchange may also charge other copy fees authorized by statutes outside of chapter 42.56 RCW. In certain circumstances, the Exchange may enter into an alternative fee agreement with a requester under RCW 42.56.120(4).

In the event a request is estimated to exceed \$25.00, the Exchange may require a ten percent deposit of estimated costs prior to making copies of the records.

All payments must be received prior to copies being made.

Payment may be made by cash, check, or money order payable to the Exchange.