



Revised Jan. 8, 2024

# City of Issaquah

## Records Fee Schedule –

NOTE: Multiple fees may apply to the same records request.

Service/Size	Unit	Proposed Fee
<b>Records Available at No Cost</b>		
In-Person Records Inspection at a City Facility	Appointments available during regular business hours. Appointment time slots range from 30 minutes to 2 hours.	No Charge
Records on the City's Website	Direct web links to records already available on the City's website	No Charge
Fees Waived – Minimum	Copy fees totaling \$3.00 or less	No Charge
Fees Waived – Low Income	Up to 20 records in paper or electronically for those attesting to be at or below 50% AMI – full details below	No Charge
<b>Paper Copies</b>		
Standard Paper (11" x 17" or smaller)	Per side of paper	\$0.30 (1 piece of double-sided printed paper would be \$0.60)
Plotter Paper – 24" x 36" (Size D)	Per page	\$12.00 for the first page \$1.50 for each additional page
Plotter Paper – 36" x 48" (Size E)	Per page	\$24.00 for the first page \$3.00 for each additional page
Plotter Paper – Other Sizes	Per square foot	\$2.00 per square foot of the first page \$0.25 per square foot of each additional page

<b>Copying Physical Records to Electronic Format (Scanning)</b>		
Digitizing Physical Records (Scanning)	Per minute OR Per scanning project if outsourced	<p><b>2 estimated hours or less:</b> \$0.83 per minute</p> <p><b>Over 2 estimated hours:</b> Project to be outsourced to a local professional scanning vendor. Vendor's actual costs will be charged.</p>
<b>Copying Electronic Records</b>		
Electronic Records System Transmission	Per request	No Charge
Copying Records to the Public Records Portal	Per record	\$0.25 per record
Electronic Records Storage	Per gigabyte (GB) of files	\$0.10
Copying Records to a Storage Device (USB drive, external hard drive, etc.)	Per minute	\$0.83 per minute spent copying records (plus cost of storage device, listed below)
<b>Other Records Fees</b>		
Mailing Records	Per envelope/package	Actual cost to mail the records (includes envelope or container, postage, delivery fees, and staff time)
Digital Records Storage Device	Per device	Actual cost of the storage device
Technical Expertise to Prepare Data Compilations or Provide Customized Access to Data or Records	Per job requiring expertise	Actual cost of staff time or vendor's fees
Outsourced Copying Services from a Third-Party Vendor	Per job requiring outsourcing	Actual cost of vendor's fees

## Police-Specific Records Fees

**NOTE: These fees are in addition to the respective copying, hardware or mailing fee(s).**

Police Body Worn Camera Redaction	Per minute spent applying redactions	<p><b>Parties directly involved in the incident recorded and/or listed in RCW 42.56.240(14)(e)(i):</b> No Charge</p> <p><b>Parties not directly involved or listed in RCW 42.56.240(14)(e)(i):</b> \$0.80 per minute (\$48.00 per hour)</p>
Police Report / Collision Report	Per report	\$8.00
Clearance Letter	Per letter	\$15.00

## Low Income Waiver

The fees for public records as well as the related copying and mailing charges may be waived for individuals at or below 50% of the median family income level based on household size for the calendar year for the Seattle-Bellevue Metro Area based as published by the Secretary of Housing and Urban Development. Individuals will be required to attest that they meet this income requirement to receive the waiver. The waiver will provide for 20 records at no charge per public records request. The records may be provided in paper or digitally using the City's Public Records Portal. The waiver does not apply to Clearance Letters, Police Body Worn Camera redaction, or Technical Expertise to Prepare Data Compilations or Provide Customized Access to Data or Records.

## Credit Card Surcharge

A credit card surcharge may be added to any transaction paid by credit card at the actual cost.

## Deposits

If the estimated cost of producing requested records is \$50.00 or more, the City reserves the right to collect a 10% deposit of the estimated fees before beginning work on the request. After the deposit is received, staff will commence work. Once the records are available, an invoice will be sent for the total actual cost minus the deposit amount. The records will be provided after full payment is received.

# City of Issaquah Records Fee Schedule

## Statement of Factors and Manner Used to Determine Actual Costs for Producing Copies

### RECORDS AVAILABLE AT NO COST

The City of Issaquah is committed to providing free access to inspection of public records.

**Minimum Fee Waiver:** If the fees for a request total \$3.00 or less, they will be waived.

**Low Income Fee Waiver:** Those earning 50% Area Median Income (AMI) or lower can apply for a fee waiver to receive up to 20 record copies at no cost, in either digital or paper format. This waiver does not apply to fees associated with Police body worn camera video redaction, Police clearance letters, or technical expertise to prepare data compilations or provide customized access to data or records.

**Records on the City's Website:** The City has made many commonly requested records available online on its website (<https://www.issaquahwa.gov/>). If records are requested that are available on the City's website, staff will provide direct links to those records at no charge.

**In Person Review:** Appointments can be made to review records during regular business hours at the Issaquah Police Station/City Hall building. Once the records being requested are located, City staff will contact the customer requesting the records to schedule an appointment. Appointments are between 30 minutes and 2 hours. If more than 2 hours is required, another appointment must be scheduled.

**Please Note:** Records inspection does not include the cost of copies produced by the City. Some people find it helpful and cost effective to take pictures of records with their phone. The City can also provide an estimate for making photocopies, scanning, and providing electronic copies of records, as outlined below and in the fee schedule.

### PAPER COPIES

#### STANDARD SIZED PAPER

8.5" x 11" (Letter), 8.5" x 14" (Legal), and 11" x 17" (Tabloid)

A flat rate fee of \$0.30 per side of standard sized paper for both black & white and color prints was determined by using the following methods and then rounding down:

**Timed Tests:** Four (4) staff members who regularly process public records requests conducted timed tests to determine how long it would take to copy 20 pages of records. The following steps were timed:

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**STANDARD SIZED PAPER (Continued)**

- Exporting or downloading the files to be printed.
- Preparing the records for printing on the copier.
- Printing the records.
- Counting the number of pages printed to ensure they equal the total of the digital copies.
- Comparing the printed copies to the digital copies to ensure all pages were copied and are of good quality (no cut-off or skewed pages, no blurred pages, no erroneous ink marks or ink that is too light or dark to see, etc.).

Test times were as follows, in mm:ss format followed by the minutes in decimal format (dividing number of seconds by 60 to create the decimal and adding the number of minutes to it):

1. 6:12 / 6.20
2. 7:23 / 7.38
3. 10:23 / 10.38
4. 6:12 / 6.20

Average: 7:32.4 / 7.54

**Average Time to Print Per Page:** The average time of 7.54 minutes was divided by the number of pages printed (20) to determine the amount of time to print 1 page.

- $7.54 \text{ minutes} \div 20 \text{ pages} = 0.377 \text{ minutes per page}$

**Average Cost of Staff to Print Per Page:** The average per minute wage (including benefits) of staff who process public records requests for 2023 is \$0.83. Multiplying this wage by the time per page yields:

- $\$0.83 \text{ staff cost per minute} \times 0.377 \text{ minutes per page} = \$0.31291 \text{ staff cost per page}$

**Paper and Ink/Toner Costs:** To determine the cost of paper, an average cost per sheet of paper for the past year across all City departments was determined to be \$0.01, with half this being \$0.005 to represent one side of the sheet of paper. For ink/toner, the City's contracted copier vendor provides the following pricing for each page (1 side of a sheet of paper):

- Black and White: \$0.0105 per page
- Color: \$0.0617 per page

**TOTAL TO PRODUCE BLACK AND WHITE COPIES PER PAGE:** To determine this cost, the average cost for staff to print per page from above is added to the cost per side of a sheet of paper and cost per page to print a black and white copy:

- $\$0.31291 \text{ staff cost per page} + \$0.005 \text{ per side of paper} + \$0.0105 \text{ per side of paper of black ink} = \$0.32841 \text{ per side of paper printed with black ink, or } \$0.33 \text{ rounding.}$

The City has chosen to round the \$0.33 down to \$0.30 per page for black and white copies.

**TOTAL TO PRODUCE COLOR COPIES PER PAGE:** To determine this cost, the average cost for staff to print per page from above is added to the cost per side of a sheet of paper and cost per page to print a color copy:

- $\$0.31291 \text{ staff cost per page} + \$0.005 \text{ per side of paper} + \$0.0617 \text{ per side of paper of colored ink} = \$0.37961 \text{ per side of paper printed with colored ink, or } \$0.38 \text{ rounding.}$

The City has chosen to round the \$0.38 down to \$0.30 per page for color copies.

**PLOTTER PAPER**

As-builts, Architectural Plans, Maps, etc. – 24" x 36" (Size D) and 36" x 48" (Size E)

Flat rate fees were determined for Size D and Size E paper copies regardless of ink/toner color. Since the bulk of time printing these records is in preparing the machine and format the records to print properly on the machine, the bulk of the cost is for the first page. Any subsequent pages printed take far less time and, therefore, cost less.

The flat cost fees are as follows and were rounded down. The methods used to calculate them follow:

- 24" x 36" (Size D): \$12.00 for the first page, \$1.50 for each additional page
- 36" x 48" (Size E): \$24.00 for the first page, \$3.00 for each additional page
- Per square foot: \$2.00 for each square foot on the first page; \$0.25 for each square foot on each additional page

**Timed Tests:** The 2 staff members who regularly use the plotter printer machine conducted timed tests for the time it took them to print several Size D pages (3 in one test, 4 in another). The following steps were timed:

- Opening or downloading the file to be printed.
- Preparing the record for printing on the plotter.
- Printing the record.
- Counting the number of pages printed to ensure they equal the total of the digital copy.
- Comparing the printed copies to the digital copies to ensure all pages were copied and are of good quality (no cut-off or skewed pages, no blurred pages, no erroneous ink marks or ink that is too light or dark to see, etc.).

Test times were as follows, in mm:ss format along with additional details of the tests:

1. Total time for 3 pages: 9:39
  - a. 8:33 for all steps minus each additional page beyond the first.
  - b. 0:33 to print each additional page totaling 1:06 for 2 additional pages.
2. Total time for 4 pages: 8:15
  - a. 6:36 for all steps minus each additional page beyond the first.
  - b. 0:33 to print each additional page totaling 1:39 for 3 additional pages.

**Converting Time per Page to Time per Square Foot:** A 24" x 36" sheet of paper is 6 square feet. This is the size used in the timed test. To calculate the approximate time spent printing per square foot, which will allow us to determine the price of a 36" x 48" page with 12 square feet or any other large format print size, we must determine how much time is spent printing each square foot. To do this, we divided the time for the first page and each subsequent page by the number of square feet printed in the test (6):

**First page:**

- The average for the first page based on the timed tests = 8.4 minutes
  - 8:33 = 8.55 minutes
  - 8:15 = 8.25 minutes
  - 8.55 minutes + 8.25 minutes = 16.8 minutes
  - 16.80 minutes ÷ 2 tests = 8.4 minutes average
- 8.4 average minutes ÷ 6 square feet = 1.4 minutes per square foot.

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**PLOTTER PAPER (Continued)****Additional pages after the first:**

- $0:33 = 0.55$  minutes for each additional page
- $0.55 \div 6 = 0.09166667$  minutes per square foot on each additional page after the first.

**Paper and Ink/Toner Costs:** To determine resource costs of paper and ink/toner, an average cost per square foot was calculated. This resulted in the following costs, with calculations following below:

- 1 Square Foot of Paper: \$0.12
- 1 Square Foot of Printing in Black and White: \$0.04
- 1 Square Foot of Printing in Color: \$0.06

**Paper:** A roll of 36" x 300' paper was last purchased in 2021 for \$111.69. Due to the infrequent purchase of this paper, an average was not able to be determined. To calculate the number of square feet in a 36" x 300' (or 3' x 300') roll of paper, we multiply the two dimensions then divide the price by the number of square feet:

- $3 \text{ feet} \times 300 \text{ feet} = 900$  square feet
- $\$111.69 \div 900 = \$0.1241$ , or \$0.12 rounded.

**Ink/Toner – Black and White:** A cartridge of ink for black and white printing was last purchased in 2022 for \$109.88. Due to the infrequent purchase of this ink, an average was not able to be determined. To calculate the number of square feet able to be printed per cartridge, we must determine how many square feet each cartridge can print on average. This requires some conversion of measurements since the page yield is calculated per ISO requirements with uses A4 size paper, which is 210 mm x 297 mm, or 8.26772" x 11.6929" converted. Dividing each converted measurement of inches by 12 produces the measurements in feet, and then multiplying them together produces the square feet:

- $8.26772 \text{ inches} \div 12 = 0.68897667$  feet
- $11.6929 \text{ inches} \div 12 = 0.97440833$  feet
- $0.68897667 \text{ feet} \times 0.97440833 \text{ feet} = 0.67134461$  square feet

According to the manufacturer's specifications, the cartridge can print 4,000 pages. Since we have converted the size of a page into square feet, we multiply the two:

- $4,000 \text{ page yield} \times 0.67134461 \text{ square feet} = 2,685.37844$  square feet of black and white printing per cartridge

To calculate the price per square foot, we divide the price by the number of square feet able to be printed per cartridge:

- $\$109.88 \div 2,685.37844 \text{ square feet} = \$0.04091788$ , or \$0.04 rounded.

**Ink/Toner – Color:** Two cartridges of colored ink were purchased in 2022 and an average of the two was used for this calculation, though there are more than 2 types of colored ink cartridges in the printer – High-Yield Yellow Ink for \$101.75 and High Yield Cyan for \$53.54.

- $\$101.75 + \$53.54 = \$155.29$  sum of both cartridges
- $\$155.29 \div 2 = \$77.645$  average cost

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**PLOTTER PAPER (Continued)**

Please see the calculations above for the Black and White printing for converting an A4 size of paper into 0.67134461 square feet. The page yield of the color cartridges is 2,000. Therefore:

- $2,000 \times 0.67134461$  square feet = 1,342.68922 square feet of color printing per cartridge

To calculate the price per square foot, we divide the average price by the number of square feet able to be printed per cartridge:

- $\$77.645$  average cost  $\div$  1,342.68922 square feet =  $\$0.05782798$ , or  $\$0.06$  rounded.

**Average Cost of Staff to Print Per Square Foot:** The average per minute wage (including benefits) of staff who print on the plotter machine for 2023 is  $\$1.36$ . Multiplying this wage by the time per square foot for the first page and additional pages after the first yields:

- First page:
  - $\$1.36 \times 1.4$  minutes per square foot for the first page =  $\$1.904$  per square foot
- Additional pages:
  - $\$1.36 \times 0.09166667$  minutes per square foot =  $\$0.12466667$  per square foot

**TOTAL COST TO PRINT BLACK AND WHITE COPIES PER SQUARE FOOT:** To calculate the total cost per square foot, we add the calculated costs per square foot of the paper, black ink/toner, and staff costs from above:

- First Page:
  - $\$0.12$  sq ft paper +  $\$0.04$  sq ft black ink +  $\$1.904$  sq ft staff cost =  $\$2.064$ , or  $\$2.06$  rounded
- Additional Pages:
  - $\$0.12$  sq ft paper +  $\$0.04$  sq ft black ink +  $\$0.12466667$  sq ft staff cost =  $\$0.28466667$ , or  $\$0.28$  rounded

**TOTAL COST TO PRINT COLOR COPIES PER SQUARE FOOT:** To calculate the total cost per square foot, we add the calculated costs per square foot of the paper, color ink/toner, and staff costs from above:

- First Page:
  - $\$0.12$  sq ft paper +  $\$0.06$  sq ft color ink +  $\$1.904$  sq ft staff cost =  $\$2.084$ , or  $\$2.08$  rounded
- Additional Pages:
  - $\$0.12$  sq ft paper +  $\$0.06$  sq ft color ink +  $\$0.12466667$  sq ft staff cost =  $\$0.30466667$ , or  $\$0.31$  rounded

Using these, the costs for standard ARCH size D and E prints were calculated:

- Size D – 24" x 36" (6 square feet) – Black and White Ink
  - First Page:  $\$2.06 \times 6$  square feet =  $\$12.36$
  - Add'l Pages:  $\$0.28 \times 6$  square feet =  $\$1.68$
- Size D – 24" x 36" (6 square feet) – Color Ink
  - First Page:  $\$2.08 \times 6$  square feet =  $\$12.48$
  - Add'l Pages:  $\$0.31 \times 6$  square feet =  $\$1.86$

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**PLOTTER PAPER (Continued)**

- Size E – 36" x 48" (12 square feet) – Black and White Ink
  - First Page: \$2.06 x 12 square feet = \$24.72
  - Add'l Pages: \$0.28 x 12 square feet = \$3.36
- Size E – 36" x 48" (12 square feet) – Color Ink
  - First Page: \$2.08 x 12 square feet = \$24.96
  - Add'l Pages: \$0.31 x 12 square feet = \$3.72

The City has chosen to only utilize the black and white ink pricing and to round down to the following:

- Size D – 24" x 36" (6 square feet)
  - First Page: \$12.00
  - Add'l Pages: \$1.50
- Size E – 36" x 48" (12 square feet)
  - First Page: \$24.00
  - Add'l Pages: \$3.00
- All Other Sizes – Per Square Foot
  - First Page: \$2.00
  - Add'l Pages: \$0.25

**COPYING PHYSICAL RECORDS TO ELECTRONIC FORMAT (SCANNING)**

Due to the inconsistent characteristics of paper records, it is not possible to determine a flat rate for digitizing them. Instead, the City will charge the average staff wage plus benefits per minute of \$0.83 to copy a physical record into a digital one if the job is expected to take 2 hours or less. For jobs estimated to take more than 2 hours, the City will outsource the work to a scanning vendor.

For scanning jobs estimated to take 2 hours or less, prior to starting the digitization process, the staff member will start a timer and calculate the time it takes to do the following:

- Remove the physical record from its original location (excluding any time spent locating the record).
- Remove paper clips, binder clips, staples, binding (if able/necessary), etc.
- Count the number of pages of each original record.
- Determine the sizing of the papers and whether they are 1-sided or 2-sided, then setting the printer to scan accordingly.
- Repair any torn or damaged pages for scanning.
- Remove any post-it notes or other types of attachments to the pages that would jam the printer.
- Make the scans using agency equipment.
- Compare the digital scanned copy to the original copy and ensure all pages were scanned in both quantity and quality.
- Rename the scanned files as necessary.
- Organize the digital files to mimic the organization of the original paper records (if necessary – split or merge digitized records, put digitized record files into folders, etc.)
- Return the original paper records to their proper location (includes re-attaching any post-its or other attachments and re-clipping, re-binding, and/or re-stapling the records).

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### COPYING PHYSICAL RECORDS TO ELECTRONIC FORMAT (SCANNING) (Continued)

Cost is determined by multiplying the average staff per minute wage + benefits amount of \$0.83 by the decimal form of the minutes and seconds it took to scan the records as defined above.

**Example:** It took 20 minutes and 45 seconds (or 20.75 minutes) to complete all steps above for a scanning project. 20.75 minutes x \$0.83 per minute staff cost = \$17.2225, or \$17.22 rounded.

### COPYING ELECTRONIC RECORDS

#### ELECTRONIC RECORDS TRANSMISSION

The City of Issaquah utilizes a public records portal to receive and manage public records requests, to store responsive records, and to provide electronic copies of records to customers requesting them. RCW 42.56.070 provides that agencies may recover the actual cost of the electronic production or file transfer of the record and the use of any cloud-based data storage and processing service. The City is electing not to recover costs for this.

To calculate this, the base cost of the public records portal for the previous year was divided by the number of public records requests from the previous year where copies of electronic records were transmitted to customers through the portal:

- \$11,863.28 base cost of public records portal ÷ 1,298 records requests = \$9.13966102, or \$9.14 rounded.

**The City has chosen not to charge an electronic records transmission fee.**

#### COPYING ELECTRONIC RECORDS TO THE PUBLIC RECORDS PORTAL

A flat rate fee of \$0.25 per record was determined by using the following methods and then rounding down:

**Timed Tests:** Four (4) staff members who regularly process public records requests conducted timed tests for the time it took to copy 10 records to the public records portal and ready them for disclosure to a customer. The following steps were timed:

- Exporting or downloading files from their original locations.
- Uploading the files into public records portal.
- Confirming that all files were successfully uploaded.
- Renaming and labeling records if necessary.
- Making the files accessible to the customer.
- Providing instructions to the customer for how to access their record copies.

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**COPYING ELECTRONIC RECORDS TO THE PUBLIC RECORDS PORTAL (Continued)**

Test times were as follows, in mm:ss format followed by the minutes in decimal format (dividing number of seconds by 60 to create the decimal and adding the number of minutes to it):

1. 5:09 / 5.15
  2. 3:34 / 3.566667
  3. 2:31 / 2.516667
  4. 2:49 / 2.816667
- Average: 3:30.75 / 3.5125

**Average Time to Copy Per Record:** The average time of 3.5125 minutes was divided by the number of files copied (10) to determine the amount of time to copy 1 file:

- $3.5125 \text{ minutes} \div 10 \text{ files copied} = 0.35125 \text{ minutes}$

**Average Cost of Staff to Copy Per Electronic Record:** The average per minute wage (including benefits) of staff who process public records requests for 2023 is \$0.83. Multiplying this wage by the time per record above yields:

- $\$0.83 \text{ staff cost per minute} \times 0.35125 \text{ minutes per record} = \$0.2915375 \text{ staff cost per record, or } \$0.29 \text{ rounded}$

The City has chosen to round \$0.29 down to \$0.25 per record.

**ELECTRONIC RECORDS STORAGE**

The flat rate per gigabyte (GB) of files transmitted electronically is \$0.10.

The base transmission cost is calculated upon the flat annual cost of the public records portal. The cost of the City's public records portal is based upon limited storage. A surplus is charged if we exceed the plan limits. Therefore, it is necessary to pass along excess storage fees for large requests which exceed 1 gigabyte. However, the public records portal vendor was unable to provide us with an exact cost of storage. Further, it is unknown how much storage will be required each year.

Pursuant to RCW 42.56.120(2)(b), *An agency need not calculate the actual costs it charges for providing public records if it has rules or regulations declaring the reasons doing so would be unduly burdensome...*

The City has established that it is unduly burdensome to determine the per gigabyte fee for excess data storage costs per request. Therefore, the City is electing to use the statutory default rate established by RCW 42.56.120(2)(b)(iv) of \$0.10 per gigabyte.

**COPYING ELECTRONIC RECORDS TO A STORAGE DEVICE**

The actual cost of the storage device will be charged to the customer along with the cost of the average staff wage of \$0.83 per minute for the time it takes to copy the records to the storage device.

**Please note:** Records are available via the public records portal at a significant cost savings over storage devices.

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**COPYING ELECTRONIC RECORDS TO A STORAGE DEVICE (Continued)**

The following steps will be timed to calculate the per minute fee of copying records to a storage device:

- Exporting or downloading files from their original locations.
- Formatting the storage device (if needed).
- Uploading the files onto the storage device.
- Confirming that all files were successfully copied.
- Renaming and organizing records if necessary.
- Labeling the storage device with the request number, customer name, installment number, and any other pertinent information.
- Providing instructions to the customer for when and how to purchase and pick up the storage device with their record copies.

Records will be provided on a storage device if the file size of the records would be unduly burdensome to upload to the public records portal (and would likely be even more burdensome to download by the customer), or upon request by the customer.

To prevent viruses or corrupt files from entering the City's networks, customer-provided storage devices are not permitted to be connected to City computers or networks under any circumstance. Should a storage device be needed, the City will purchase the most cost-effective option available at that time. The customer will reimburse the actual cost of the device, including tax and shipping (if applicable).

When records are provided in installments, a new storage device will be required for each installment. Records will not be broken into smaller installments to accommodate using multiple, smaller/less expensive storage devices. If the size of the files exceeds the limit of the largest flash drive available, or if it would be more cost-effective to do so, an external hard drive will be used.

**ADDITIONAL RECORDS FEES****MAILING RECORDS**

Due to the inconsistent characteristics of what records might be requested to be mailed to a customer, it is not possible to determine a flat rate for mailing. Instead, the City will charge the average staff wage plus benefits per minute of \$0.83 to perform the below-listed actions, plus the actual cost of the envelope, box, or container the records will be shipped in, the postage cost and any other delivery-related fees, and any applicable taxes.

Prior to starting preparation of the mailing, a staff member will start a timer and calculate the time it takes to do the following:

- Prepare the envelope or package (address the envelope, tape a box, etc.).
- Weigh the envelope or parcel.
- Calculate the postage.
- Deliver the envelope or parcel to a post office if special handling is required beyond what the City's postage machine and/or mail services can accommodate.

**DIGITAL RECORDS STORAGE DEVICE**

USB drive/zip drive/thumb drive, external hard drive, etc.

The actual cost of the digital records storage device, including tax and shipping (if applicable), will be charged to the customer. Please see "Copying Records to a Storage Device" above for full costs for providing records via a storage device.

**TECHNICAL EXPERTISE**

To prepare data compilations or provide customized access to data or records.

Though rare, if technical expertise is necessary to copy records or data for a request, and these records or data are not used by the City for any City-related purpose, City staff will identify to the best of their ability an internal staff member or vendor who can create a custom report, query, script, program, etc. to export or copy the requested record or data from the system or device it is stored in.

The actual per minute wage (including benefits) of an internal staff member's time will be charged, or the actual cost of the vendor's services will be charged to the customer.

**POLICE DEPARTMENT RECORDS FEES**

**POLICE BODY WORN CAMERA VIDEO REDACTION**

The cost to redact body worn camera video records is \$0.80 per minute. This fee only applies to customers that do not meet the criteria outlined in RCW 42.56.240(14)(e)(i):

- A person directly involved in an incident recorded by the requested body worn camera recording,
- An attorney representing a person directly involved in an incident recorded by the requested body worn camera recording,
- A person or his or her attorney who requests a body worn camera recording relevant to a criminal case involving that person,
- The executive director from either the Washington state commission on African American affairs, Asian Pacific American affairs, or Hispanic affairs,
- An attorney who represents a person regarding a potential or existing civil cause of action involving the denial of civil rights under the federal or state Constitution, or a violation of a United States department of justice settlement agreement, ... if relevant to the cause of action.... The attorney must explain the relevancy of the requested body worn camera recording to the cause of action and specify that he or she is seeking relief from redaction costs under this subsection (14)(e).

A Police Records Division staff member will start a timer and record their time spent redacting video and audio and creating an exemption log that details timestamps for redactions along with a description of what was redacted and the legal statute requiring or allowing the redaction.

The average per minute wage plus benefits cost of the Issaquah Police Department Records Division staff who redact Issaquah Police body worn camera videos is \$0.80 for the year 2023.

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**POLICE BODY WORN CAMERA VIDEO REDACTION (Continued)**

**Example:** It took Police Records staff 3 hours and 4 minutes (or 184 minutes) to redact a body worn camera video and its audio, and to produce an exemption log.

- 184 minutes x \$0.80 staff cost per minute = \$147.20 in fees.

**POLICE REPORTS AND COLLISION REPORTS**

The cost per police report or collision report was determined to be \$8.00, regardless of whether provided electronically or in paper. If the reports are mailed, the actual cost of mailing as described above will also apply.

**Calculation:** Police Records staff's metrics on disclosing police reports and collision reports were examined for the past 2 years. Police Records staff were also asked to discuss their disclosure process and estimate the amount of time it takes to export a report from their Police database and records system, prepare the report for the customer, and then provide it to the customer. From these two data points, it was found to take 10 minutes on average to disclose a police report or collision report.

Using the average wage plus benefits cost of Issaquah Police Records Division staff who process requests for Police Reports and Collision Reports, the per minute cost is \$0.80 for the year 2023.

- 10 minutes x \$0.80 staff cost per minute = \$8.00 in fees.

**CLEARANCE LETTER**

Clearance letters (sometimes called Visa letters) will cost \$15.00 each regardless of the number of pages of the letter. If the letter is mailed, the actual cost of mailing as described above will also apply.

**Calculation:** Police Records staff and management estimated it takes 10 minutes on average to perform necessary research for the letter and then write the letter, another 5 minutes on average for management to review and notarize it, and another 3 minutes to provide it to the customer or the agency they specify the letter be sent to.

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**CLEARANCE LETTER (Continued)**

Using the average wage plus benefits cost of Issaquah Police Records Division staff who create clearance letters, the per minute cost is \$0.80 for the year 2023. Using the average wage plus benefits cost of Issaquah Police Department management able to review and notarize a clearance letter, the per minute cost is \$1.17 for 2023.

- 10 minutes to write the letter x \$0.80 staff cost = \$8.00
- 5 minutes to review and notarize the letter x \$1.17 management cost = \$5.85
- 3 minutes to provide the letter to the customer x \$0.80 = \$2.40
- \$8.00 + \$5.85 + \$2.40 = \$16.25 total cost to provide a clearance letter

The City has chosen to round this down to \$15.00.