

CITY OF KENNEWICK
RESOLUTION NO. 17-18

A RESOLUTION RELATING TO THE PUBLIC RECORDS FEE SCHEDULE

WHEREAS, Chapter 1.40 of the Kennewick Municipal Code, contains the City of Kennewick’s policy and procedures regarding requests for access to or copies of City records; and

WHEREAS, KMC 1.40.090 sets out the policy regarding costs of providing copies of public records; and

WHEREAS, RCW 42.56.070(7) requires a public hearing be held regarding adopting a fee schedule and the City’s Public Records Policy, KMC 1.40. 090 requires that the fee schedule be adopted by resolution; and

WHEREAS, a public hearing was held on August 15, 2017; NOW, THEREFORE,

BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF KENNEWICK, WASHINGTON that the Council hereby establishes the following fee schedule for providing public records as required by Section 1.40.090 of the Kennewick Municipal Code:

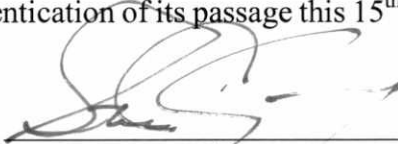
**CITY OF KENNEWICK
PUBLIC RECORDS FEE SCHEDULE**

Fee Type	Fee Cost
Police - CD of Photos	\$1/CD - plus applicable electronic records fees.
Police - Customized Access**	Reimbursement up to the actual cost of providing the service - 10% deposit required.
Police - Deposits	10% of estimated cost to produce all records
Police - Electronic Records - Actual Cost*	The actual cost incurred
Police - Electronic Records - Default Charges (cumulative)*:	10 cents/page for scanning; AND 5 cents/every four electronic files or attachments; AND 10 cents/gigabyte for transmitting records electronically
Police - Electronic Records - Flat Fee*	A flat fee of up to \$2 as an alternative to actual or default costs if the agency reasonably estimates and documents that the costs are equal or more than \$2
Police – Photocopies - Standard Size (Legal or Letter)	\$.50 per page
Police - Photos	\$1/page of 4 printed color photos
Police - Postage	Actual cost of postage and mailing supplies
Police – Reports	\$.40 per page
City/Fire - Photocopies - Standard Size (Legal or Letter)	\$.15/page
City/Fire - Photocopies - Large Format - B/W	\$.17/square foot
City/Fire - Photocopies - Large Format - Color	\$.29/square foot
City/Fire - CD of Data/Files**	\$1/CD - plus applicable electronic records fees.
City/Fire - Customized Access	Reimbursement up to the actual cost of providing the service - 10% deposit required.
City/Fire - Deposits	10% of estimated cost to produce all records
City/Fire - DVD/Videotapes	\$1/DVD - plus applicable electronic records fees.

City/Fire - Electronic Records - Actual Cost*	The actual cost incurred
City/Fire - Electronic Records - Default Charges (cumulative)*:	10 cents/page for scanning; AND 5 cents/every four electronic files or attachments; AND 10 cents/gigabyte for transmitting records electronically
City/Fire - Electronic Records - Flat Fee*	A flat fee of up to \$2 as an alternative to actual or default costs if the agency reasonably estimates and documents that the costs are equal or more than \$2
City/Fire - Postage	Actual cost of postage and mailing supplies
*Effective August 24, 2017 - Fees will be charged at the discretion of the Public Records Officer and/or their designee using one of the methods authorized by the state legislature (actual cost, default cost, or flat fee).	
**Effective August 24, 2017 - An agency may assess a customized service charge for exceptionally large records requests that require staff and resources beyond what is normally available to the agency. The fee is in addition to the authorized copying costs, and may include reimbursement for the actual costs of providing the records. A customized service charge is warranted if: <ul style="list-style-type: none"> • fulfilling the request requires extensive use of information technology resources to identify, locate, format, or translate a record, or provide electronic access services; • or the request requires specialized analytical, research, or supervisory assistance to identify, locate, compile, or transfer the records. 	

PASSED BY THE CITY COUNCIL OF THE CITY OF KENNEWICK, WASHINGTON, this 15th day of August, 2017, and signed in authentication of its passage this 15th day of August, 2017.

Attest:

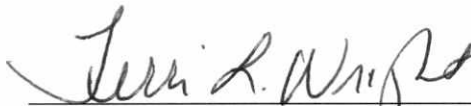

 STEVE C. YOUNG, Mayor


 TERRI L. WRIGHT, City Clerk

RESOLUTION NO. 17-18 filed and recorded in the office of the City Clerk of the City of Kennewick, Washington, this 16th day of August, 2017.

Approved as to Form:


 LISA BEATON, City Attorney


 TERRI L. WRIGHT, City Clerk