



STATE OF WASHINGTON
HUMAN RIGHTS COMMISSION

SUMMARY OF COSTS FOR COPIES UNDER THE PUBLIC RECORDS ACT

WSHRC provides this summary as a courtesy. We list only typical or common charges. In case of conflict, refer to the statutory provisions found in [42.56.120 RCW](#).

SERVICE TYPE	CHARGE*	NOTES
COPYING	15 cents/page (paper)	Pages are counted per printed or scanned side.
	10 cents/page (scanned into electronic format)	
ELECTRONIC DELIVERY	5 cents/four (4) files or attachments delivered electronically	Electronic delivery includes delivery of records by email or by uploading to Washington State's Managed File Transfer (MFT) site or other cloud-based service.
	10 cents/gigabyte of electronic records transmission	
INSPECTION	No charge	Inspection of agency records on agency public Internet website or scheduled at the agency office
		Accessing or downloading records the agency routinely posts on its public Internet website, unless the requester asks the agency for records to be provided through other means
OTHER	Actual costs of storage media, container, envelope; postage/delivery charge	Storage media commonly includes USB/Flash drives and writable DVDs

**Charges may be combined to the extent that more than one type of charge applies to a request.*