



SUMMARY OF COSTS FOR COPIES UNDER PUBLIC RECORDS ACT

DES provides this summary as a courtesy. We list only typical or most common charges. In case of conflict, the statutory provisions control and are found in [42.56.120 RCW](#).

SERVICE TYPE	CHARGE	NOTES
COPYING	15 cents/page paper	The charge for copying or scanning a page with two sides is ten cents x 2 or twenty cents
	10 cents/page scanned into electronic format	
ELECTRONIC DELIVERY	5 cents for 4 files or attachments delivered electronically.	Electronic delivery includes delivery of records by email or by uploading to a cloud-based data storage service (common examples include; BOX, DROPBOX)
	10 cents/gigabyte of electronic records transmission	
	Actual costs of storage media, container, envelope; postage/delivery charge	Common examples of storage media include the cost of a USB/ Flash drive, blank DVD or CD.