



## SOUTH CORRECTIONAL ENTITY

*Serving the Cities of: Auburn, Burien, Des Moines, Renton, SeaTac, and Tukwila*

### SCORE FEE SCHEDULE

Pursuant to RCW 42.56.070(7), SCORE has established a public records fee schedule that describes charges for providing records. Per RCW 42.56.120(2)(b), SCORE has determined it would be unduly burdensome to calculate the actual costs.

Fees are estimates. Final costs will be calculated at the conclusion of each installment. If an installment of a records request is not claimed or reviewed within 30 days of notice, SCORE is not obligated to fulfill the balance of the request and will discontinue any remaining installments. See RCW 42.56.120(4). The fees listed below may be combined to the extent that more than one type of fee applies to copies produced in response to a particular request. RCW 42.56.120(2)(c). A requester may ask SCORE to provide a summary of the applicable fees before SCORE makes any copies of records and the requester may then revise the request if desired. RCW 42.56.120(2)(f).

SCORE accepts cashier checks, money orders, business checks or exact cash as payment. SCORE charges a \$35.00 return check fee per occurrence. The Executive Director may waive fees or reduce the fee amount based on volume and format of responsive documents.

TYPES	DESCRIPTION	AMOUNTS
Records Inspection	Inspection of agency records on agency public internet web site or scheduled by appointment at agency office	No fee
Photocopies	Printed copies of public records	\$0.15 per page
Scanned Copies	Records scanned into an electronic format	\$0.10 per page
Electronic Copies of Files	Records uploaded to email, cloud-based data storage service, or other means of electronic delivery	\$0.05 per each four (4) electronic files or attachments
Electronic Transmission Fee	Records transmission in an electronic format for the use of agency equipment to send the records electronically	\$0.10 per gigabyte (GB) transmitted
Digital Storage Media	Actual cost of digital storage media device	\$0.35 per 1 (4.7 GB) CD, DVD disc or actual cost of any other digital storage media or device provided
Video Compilations	Customized service charge to collect and create custom video compilations. Includes the copying and transferring video footage to digital storage	Hourly Rate of \$55.10 or up to the actual cost of providing the service
Video Redactions	Outside vendor to redact (blur) images from video compilations	Actual amount invoiced by the vendor including sales tax
Deposits	Deposits are required for video compilations, redacting video, and large requests	10% deposit prior to production of records
Postage Fee	Specific amount based upon postage and/or custom delivery charges	Actual cost
Envelopes & Packaging		Actual cost

*Records may contain information that is exempt from disclosure under RCW 42.56 or other statutes. Fee Schedule Effective Date: 04/01/21, and Updated 01/01/23.*