

**Central Washington University Public Records Fee Schedule –  
RCW 42.56.120; RCW 42.56.130**

<b>Inspection</b>	
<b>No Fee</b>	Inspection by requestor at the CWU Ellensburg Campus
<b>No Fee</b>	Requester accessing or downloading records CWU routinely posts on its website
<b>Copy Charges*</b>	
<b>Cost varies - per other statutes</b>	Records for which other costs are authorized pursuant to laws outside of RCW 42.56. RCW 42.56.130.
<b>Customized Service</b>	
<b>Customized service charge-Varies depending on the request</b>	If the request requires the use of IT expertise to prepare data compilations or when customized access services are not used by CWU for CWU business purposes, CWU may charge a customized service charge. RCW 42.56.120(3)
<b>Other Costs</b>	
<b>15 cents/page</b>	Photocopies of paper records or printed (paper) copies of electronic records (applies if requester asks for paper copies)
<b>10 cents/page</b>	Electronic copy of scanned paper records (applies if paper copies must be scanned in order to produce in electronic format)
<b>5 cents for each 4 electronic files or attachments</b>	Files and attachments uploaded to e-mail or other means of electronic delivery (applies if records are already stored electronically and requestor asks for such records to be provided via e-mail or a digital media storage device, such as a CD or thumb drive)
<b>10 cents per gigabyte</b>	Cost for transmitting records in an electronic format, such as e-mail or a digital media storage device
<b>Actual cost</b>	Depends on cost of a digital storage media device, such as a CD, DVD, or thumb drive
<b>Actual cost</b>	Any container or envelope used to mail copies
<b>Actual cost</b>	Postage or delivery charges
<b>Body-Worn Camera Video Redaction</b>	
<b>\$25/hour</b>	Charge is for each hour spent redacting body camera footage as allowable in RCW 42.56.240(14)(f)(1). CWU does not charge redaction time for requesters listed in RCW 42.56.240(e)(i)
<b>Deposits</b>	
<b>10 percent of estimate cost to fulfill request</b>	When the estimated copying cost for fulfilling an entire request or an installment, or when providing a customized service, exceeds \$25, CWU may require a 10% deposit. RCW 42.56.120(4); WAC 172-10-080.
<p>*Charges may be combined to the extent more than one type of charge applies to copies responsive to a particular request. Copy charges are assessed for each installment of records provided to the requester.</p> <p>Requestors may ask for an estimate of the cost before asking for records to be produced.</p>	