

**CITY OF REDMOND
GENERAL RECORDS FEE SCHEDULE**

| <u>Record Type</u> | <u>Fee/Charge</u> | |
|---|--------------------------|--------|
| Copies, standard/legal per page (RCW 42.56.120) (When copying is not outsourced) Letter (8.5 x 11), Legal (8.5 x 14), Ledger (17 x 22) | \$0.15 | |
| ¹ Copies, standard/legal per page (WAC 44-14-070) when copying is outsourced | ² Actual Cost | |
| Non-standard-sized copied in-house on City equipment Prices are per page – Sizes are in inches. | | |
| | Black & White | Color |
| 15 x 22 | \$0.51 | \$0.60 |
| 22 x 34 | \$1.14 | \$1.35 |
| 24 x 36 | \$1.32 | \$1.56 |
| 30 x 42 | \$1.94 | \$2.29 |
| 30 x 44 | \$2.02 | \$2.39 |
| 36 x 44 | \$2.42 | \$2.86 |
| ³ Non-standard-sized outsourced copying (WAC 44-14-070) | ⁴ Actual Cost | |
| ⁵ Scanning Charge (WAC 44-14-070) (Per page/image scanned) | \$0.05 | |
| Tape Reproduction TDK Audio Cassette, Standard Size, 60 mins | \$2.49 ea | |

¹ The City reserves the right to outsource any copying job in excess of 50 pages, or which involves disassembling and reassembling significant numbers of files or documents in order to copy portions of said files or documents (Resolution No. 1101).

² Includes sales tax. (WAC 44-14-070)

³ The City reserves the right to outsource any copying job in excess of 50 pages, or which involves disassembling and reassembling significant numbers of files or documents in order to copy portions of said files or documents (Resolution No. 1101).

⁴ Includes sales tax. (WAC 44-14-070)

⁵ For paper copies that are scanned into electronic format.

CD/DVD Reproduction

If case report located, additional "Case Report/Pick-Up" fees apply **\$0.60 \$3.45**

| | PICK-UP | MAILED |
|--|---------------|---------------|
| CD or DVD* | \$0.20 | \$0.20 |
| Postage (CD/DVD only) or padded envelope with paper** | X | \$2.50 |
| CD/DVD plastic holder | \$0.29 | \$0.29 |
| Anti-static mailing envelope or large padded envelope*** | X | \$0.47 |
| Small manila envelope | \$0.09 | X |
| Label | <u>\$0.03</u> | <u>\$0.03</u> |
| Totals | \$0.61 | \$3.49 |

* Postage varies from \$2.50 to \$2.69. For ease, we will charge \$2.50 for either type

* CD/DVD cost differs by \$0.13 For ease, we will charge the lesser fee, \$0.20

** Anti-static envelope \$0.98, padded envelope \$0.47 For ease, will charge \$0.47 for either one

Thumb Drive

| | |
|------|------------|
| 8GB | \$7.55 ea |
| 16GB | \$12.55 ea |
| 32GB | \$25.45 ea |
| 64GB | \$36.95 ea |