

Bellingham Whatcom County Housing Authorities Public Records Fee Schedule

Inspection

No Fee	Inspection by requester at agency office on Unity Street
No Fee	Requester accessing or downloading records the office routinely posts on its website

Copies

15 cents per page	Photocopy of paper records, or printed (paper) copies of electronic records (applies if requester asks for paper copies)
10 cents per page	Electronic copy of scanned paper records (applies if paper copies must be scanned in order to produce in electronic format)
5 cents for each 4 electronic files or attachments	Files and attachments loaded and delivered on a digital storage media (CD, DVD or thumb drive)
10 cents per gigabyte	Files and attachments loaded and delivered on a digital storage media (CD, DVD or thumb drive).
Actual cost: \$1.00	Records on CD or DVD, not inclusive of scanning, PDF or electronic document transfer fees.
Actual cost: Dependent on memory size	Records on thumb drive - includes cost of the thumb drive, mailer and postage.
Actual cost: Amount dependent on size of container or envelope	Container or envelope used to mail paper or other types of copies.
Actual cost: Amount dependent upon weight and USPS or other delivery services rates	Postage or deliver charges.
\$36 per hour	Other electronic documents.

*Copy charges above 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 by the requester.

*Copy charges above may be waived in limited circumstances as set forth in WAC 44-06-092

Copy Charges - Other Records

Cost varies: Per other statutes	Records for which other costs are authorized pursuant to laws outside RCW 42.56.130.
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Cost varies: Actual costs (based upon vendor costs to office)	Records sent to an outside vendor due to their unusual size or format, or other factors making copying by office unfeasible. Mailing/delivery and container costs also apply.
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Customized Service

Cost varies: Actual cost (based upon request)	Data compilations prepared or accessed as a customized service. Cost is in addition to above fees for copies, including mailing/delivery and container costs. RCW 42.56.120(3).
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Deposits

10 percent of estimated cost to fulfill request	When the estimated copying cost for fulfilling an entire request or an installment, or when providing a customized service, exceeds \$25. RCW 42.56.120(4); WAC 44-06-092.
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