



**STATE OF WASHINGTON
GAMBLING COMMISSION**

"Protect the Public by Ensuring that Gambling is Legal and Honest"

Public Records Fee Schedule				
INSPECTION				
No fee		Inspection of records by requester at agency headquarters.		
No fee		Requester accessing or downloading records the agency 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 records in electronic format)		
5 cents for each 4 electronic files or attachments		Files and Attachments loaded and delivered by email, secure file transfer site, or digital storage media plus cost of the storage media (CD, DVD or USB drive)		
10 cents per gigabyte		Files and Attachments loaded and delivered by email, secure file transfer site, on a digital storage media plus cost of the storage media (CD, DVD or USB drive)		
RECORDS ON MEDIA STORAGE & POSTAGE				
Media Storage	Disc Sleeve/Case	Envelope Mailer	Postage	Total
CDR – 29 cents	52 cents	46 cents	\$4.00	\$5.27 plus copies cost above
USB - \$3.40 [1gb]	N/A	46 cents	\$4.00	\$7.86 plus copies cost above
Paper	N/A	Varies upon size	Varies upon weight	Varies by page count
<ul style="list-style-type: none"> ➤ 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 will be assessed for each installment of records provided to the requester. ➤ Copy charges above may be waived in very limited circumstances as set forth in WAC230-21-016. 				
COPY CHARGES – OTHER RECORDS				
Cost Varies – Per other statutes		Records for which other costs are authorized pursuant to laws outside Chapter 42.56 RCW		
Cost Varies – Actual cost (based upon request)		Records sent to an outside vendor due to their unusual size or format or other factors making copying by agency unfeasible. Mailing and/or delivery and packaging costs.		
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 and/or delivery and packaging costs.		
DEPOSITS				
10 percent of estimated cost to fulfill request		May be requested when total cost of production is known.		