Public Records Request FEE Form  
Yakima Valley Conference of Governments  
311 N 4th Street, Suite 204  
Yakima WA 98901  
PH: 509-574-1550  FX: 509-574-1551

PUBLIC RECORDS REQUEST FEE SCHEDULE

Online Delivery:
There are three steps where charges may be incurred for receiving records through the PRRC:

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>A charge for uploading digital records (audio, electronic, documents, photo, video) to the system; fee is determined by electronic file size.</td>
</tr>
<tr>
<td>2.</td>
<td>Charge per minute of staff time to attach records to a response (minimum two minutes of staff time).</td>
</tr>
<tr>
<td>3.</td>
<td>Charge of staff time for each increment of 25 attachments to release records to the customer.</td>
</tr>
</tbody>
</table>

Cost for each step:

1. Record less than 1 GB = $.02 (minimum fee); Record exceeds 1 GB = $.09 per GB
2. $.41 per minute
3. $.41 per minute

Discs:
Records are copied to optical storage devices such as CD or DVD.  
Cost: $1.00 per disc

Paper Copies:
A per-page charge for hard copies of requested records. B&W or color. 8 ½ x 11; 8 ½ x 14; 11 x 17; double-sided or single-sided.  
Cost: $0.15 per page

Photographs on photography paper, per page  
Cost: $0.75 per page

Scans:
A per-page charge for converting a record from a paper copy to an electronic format.  
Cost: $.10 per page

Flash drives and other formats:
Customer can request records be delivered on a flash, thumb, USB and other portable storage devices.  
Actual cost

Outside Vendor:
Outside vendors can be used for unusual formats, large quantities or when a requestor asks for delivery of copies faster than YVCOG can process.  
Actual cost

Mailing Materials:
Any size manila envelope.  
Cost: $0.45
Disc protector (cardboard, jewel case, etc.)  
Cost: $0.50

Approved 2017
Maps:
44” x 6’ large wall map .................................................................$ 20.00
42” x 24” small wall map ...............................................................$ 10.00

Other:
Printed publications not specified herein ...........................................Actual cost