



Public Records Request FEE Form

Yakima Valley Conference of Governments

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PUBLIC RECORDS REQUEST FEE SCHEDULE

Online Delivery:

<p>There are three steps where charges may be incurred for receiving records through the PRRC:</p> <ol style="list-style-type: none"> 1. A charge for uploading digital records (audio, electronic, documents, photo, video) to the system; fee is determined by electronic file size. 2. Charge per minute of staff time to attach records to a response (minimum two minutes of staff time). 3. Charge of staff time for each increment of 25 attachments to release records to the customer. 	<p>Cost for each step:</p> <ol style="list-style-type: none"> 1. Record less than 1 GB = \$.02 (mimimum fee); Record exceeds 1 GB = \$.09 per GB 2. \$.41 per minute 3. \$.41 per minute
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Discs:

Records are copied to optical storage devices such as CD or DVD.	\$1.00 per disc
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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.	\$0.15 per page
Photographs on photography paper, per page	\$ 0.75 per page

Scans:

A per-page charge for converting a record from a paper copy to an electronic format.	\$.10 per page
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Flash drives and other formats:

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

Any size manila envelope.	\$0.45
Disc protector (cardboard, jewel case, etc.)	\$0.50

Maps:

44" x 6' large wall map\$ 20.00

42" x 24" small wall map\$ 10.00

Other:

Printed publications not specified hereinActual cost