



City Hall South
15728 Main Street, Mill Creek, WA 98012
Administration 425-745-1891
Police Department 425-745-6175
millcreekwa.gov

PUBLIC RECORDS REQUEST FEE SCHEDULE

Updated January 1, 2026

RCW 42.56.070(7) provides authority to adopt a statement of actual costs for paper and electronic copies. RCW 42.56.120(2)(b) sections i, ii, iv, and v provide authority to adopt statutory charges.

The Public Records Request Fee Schedule was approved by the Mill Creek City Council on December 9, 2025, as part of the Citywide Master Fee Schedule through Resolution 2025-810.

Note: Multiple fees may apply to the same records request.

(See Exhibit A: Methodology for detailed information on how charges are calculated)

Service/Size	Unit	Proposed Fee
	Records Available at No Cost	
In-Person Records Inspection at City Hall	Appointments available M-F from 8 AM – 5 PM Appointment time slots range from 30 minutes to 1 hour.	No Charge
Records on the City's Website	Direct web links to records already available on the City's website	No Charge
	Paper Copies	
Standard Paper (11" x 17" or smaller) Photocopies of public records, printed copies of electronic records, or use of agency equipment to photocopy public records	Per page	\$0.15 per page (Statutory Default Rate)

	Copying Physical Records to Electronic Format	
Scanning Fee For records which do not exist in electronic format	Per Page	\$0.10 per page (Statutory Default Rate)
	Copying Electronic Records	
Electronic Records Transmission Use of cloud-based data storage and processing service	Per Request	<i>Not being requested at this time.</i>
Electronic File Flat Rate Use of Records Management System or email to release records.	Per Record	First 5 Records: No Charge 6+ Records: \$0.25 per Record (See Exhibit A: Methodology)
Gigabyte Fee For requests with one GB or more of data	Per gigabyte (GB) of files	\$0.10 (Statutory Default Rate) Requests with less than 1 GB are not charged this fee.
Copying Records to a Storage Device (USB drive, external hard drive, etc.)	Per minute	\$1.36 per minute spent copying records (plus cost of storage device, listed below) (See Methodology)
	Other Records Fees	
Mailing Records	Per envelope/Package	Actual cost to mail records (includes envelope or container, postage, and delivery fees)
Digital Records Storage Device	Per device	Actual cost of storage device
Technical Expertise to Prepare Data Compilations or Provide	Per job requiring expertise	Actual cost of staff time or vendor's fees

Customized Access to Data or Records		
Credit Card Processing Fee	Per Transaction	This fee shall be charged to the paying customer.
	Police Specific Records Fees	
Police Report or Collision Report Police reports may include the case report with narrative or CAD notes if there is no narrative.	Per Report	Parties directly involved in the incident: Subject to Electronic File Flat Rate; paper copy charges apply. Parties not directly involved: \$10.00 per report. (See Exhibit A: Methodology) “Directly Involved” means complainant, defendant, person contacted, or victim.

Deposits:

If the estimated cost of producing requested records is \$50.00 or more, the City reserves the right to collect a 10% deposit of the estimated fees before beginning work on the request. After the deposit is received, staff will commence work. Once the records are available, communication will be sent to the requestor for the total actual cost minus the deposit amount. The records will be provided after full payment is received. This applies whether the records are produced in one installment or more.

Examples of Fees

Example 1: A request is made for all communication regarding a subject. Costs will be calculated utilizing Electronic File Flat Rate fee:

The following steps to copy records and ready them for disclosure to a customer:

- Exporting or downloading files from their original locations.
- Uploading the files.
- Confirming the files were successfully uploaded.
- Renaming and labeling records if necessary.
- Making the files accessible to the customer (includes converting from native format to PDF).
- Providing instructions to the customer for how to access their electronic record copies.

Fee: First 5 records at no cost, \$0.25 per record thereafter.

1A. If the customer then requests these electronic records be printed, additional costs will be calculated utilizing Paper Copies rate fee:

- Exporting or downloading the files to be printed.
- Preparing the records for printing on the copier.
- Printing the records.
- Counting the number of pages to ensure they equal the total of the digital copies.
- Comparing the printed copies to the digital copies to ensure all pages were copied and are of good quality (no cut-off or skewed pages, no extra pages, no erroneous ink marks or ink that is too light or too dark to see, etc).

Fee: \$0.15 per one sided page of standard size paper. Note: In this example, this fee is in addition to the Electronic File Flat Rate.

Example 2: A request is made for all police or dispatch records for a certain police office or police case. Police reports may include the case report with narrative or CAD notes if there is no narrative. (Note: If a requestor asks for police case records involving a traffic accident, collision reports will be included).

Inspection is not permissible due to security clearance issues. In this instance, costs will be calculated utilizing Police Reports or Collision Reports. Staff will:

- May provide a screen shot list of calls and the requestor can indicate what they would like to receive electronic copies of.
- Export or download files from their original locations.
- Upload the files.
- Confirm that all files were successfully uploaded.
- Rename and label records is necessary.
- Make the files accessible to the customer (includes converting from native format to PDF).
- Provide instructions to the customer for how to access their electronic record copies.

Fee: First 5 electronic files at no cost, \$0.25 per record thereafter for party involved in the case. \$10.00 per report for party not involved in the case.



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METHODOLOGY USED TO DETERMINE FEE SCHEDULE COSTS

Average Staff Cost (including overhead): \$81.30 per hour/\$1.36 per minute

This rate was determined by taking the average of the hourly wage plus benefits of the three staff members who primarily respond to records requests. While some cities base their rate on the lowest overall staff wage, the City of Mill Creek wants the rate to better reflect the average as a majority of requests are handled by the Police Support Services Supervisor.

RECORDS AVAILABLE AT NO COST

In Person Review: Appointments can be made with the City Clerk to review records at City Hall. Once the records being requested are located, City staff will contact the requestor to schedule an appointment. Appointments are booked as 30 minute or 1 hour time slots. If more than 1 hour is required, additional appointments must be scheduled.

To ensure the integrity of the City's records, no requestor may remove a record from the viewing area, disassemble any record, alter or mark on any record, or photograph any record. When necessary, the PRO will assign the Records Clerk or other City staff person to monitor activity to ensure compliance with the foregoing.

If requestor wishes to inspect electronic records, they will use a dedicated laptop with no access to the internet, intranet or City file storage areas.

Records on the City's Website: The City has made many commonly requested records available online on its website. If records are requested that are available on the City's website, staff will provide direct links to those records at no charge.

Please Note: While the City provides no-charge inspection of records at City Hall, this does not include physical or electronic copies of the records. If, upon inspection, the requestor would like physical or electronic copies of the records, the City will provide an estimate for making copies, scanning, and/or providing electronic copies of the records, as outlined below and in the fee schedule.

PAPER COPIES

Standard Size Paper

8.5" x 11" (Letter), 8.5" x 14" (Legal), 11" x 17" (Tabloid)

\$0.15 per one-sided page of standard sized paper for both black and white and color prints. The cost is the statutory default rate and covers the following:

- Exporting or downloading the files to be printed.
- Preparing the records for printing on the copier.
- Printing the records.
- Counting the number of pages printed to ensure they equal the total of electronic pages.
- Comparing the printed copies to the electronic copies to ensure all pages are of good quality.

SCANNING

\$0.10 per page, which is the statutory default rate.

COPYING ELECTRONIC RECORDS

Electronic Records Transmission

Use of a cloud-based data storage and processing service

RCW 42.56.070 provides that agencies may recover the actual cost of electronic production or file transfer of the record and the use of any cloud-based data storage and processing service. For the year 2024, the City's electronic records transmission was through GovQA. Staff are not proposing to adopt this fee at this time.

However, to calculate this in future years, the cost of the processing service for the current year is divided by the number of public records requests from the previous year where copies of electronic records were transmitted to requestors. For example:

- In 2025, the cost for the GovQA FOIA Module Non Enterprise was \$18,268.37 and in 2024 there were 668 requests where copies of electronic records were transmitted to requestors.
 - $\$17,073.24 / 668 = \25.56 rounded

The City is not proposing to adopt this fee. However, if this fee is adopted in the future, under this example, the City could round down and charge a \$25.00 fee per request.

Electronic File Flat Rate (EFFF)

A flat rate of \$0.25 per record was determined by using the following methods and then rounding down:

Timed Tests: The following steps to copy 10 records to the portal and ready them for disclosure to a customer (2.06 minutes):

- Exporting or downloading files from their original locations.
- Uploading the files into the portal.
- Confirming that all files were successfully uploaded.
- Renaming and labeling records if necessary.
- Making the files accessible to the customer.
- Providing instruction to the customer for how to access their record copies.

Time to Copy Per Record: The time of 2.06 minutes was divided by the number of files copied (10) to determine the amount of time to copy 1 file.

- $2.06 \text{ minutes} / 10 \text{ files copied} = .206 \text{ minutes}$

Actual Cost per Current Fee Schedule:

Using the rate determined to represent the average hourly wage including benefits (see above) of \$81.30 per hour or \$1.36 per minute, multiplied by the time per record above yields:

- $\$1.36 \text{ staff cost per minute} \times .206 = \$0.280 \text{ staff cost per record, or } \0.28 rounded.

The City has chosen to round down to \$0.25 per record and provide the first 5 records at no cost. Each record beyond the 5th will be \$0.25 each.

NOTE: Multiple electronic files may be combined into one document for accessibility but charged separately.

GIGABYTE FEE

\$0.10 per gigabyte (GB) of files transmitted electronically, which is the statutory default rate.

EMAILING RECORDS

Because some requests are received via email and because the City cannot compel a requestor to receive their records via our cloud-based data storage and processing service GovQA, the City has determined that the Electronic File Flat Rate of \$0.25 per record for six or more records shall apply to records provided via email as well.

Exhibit A

Please note that all records provided via email are also uploaded to the portal for tracking purposes.

The following steps will be performed for copying records to email:

- Renaming and labeling records if necessary.
- Exporting or downloading files from their original locations.
- Attaching the files to the email.
- Confirming that all files were successfully attached.
- Making the files accessible to the customer.
- Providing instruction to the customer for how to access their record copies.
- Repeating this process with multiple emails if the overall size of the files exceeds what is allowed in one email.

The City has determined that charging the same Electronic File Flat Rate no matter how the electronic records are transmitted is the most equitable solution. The other option would be to charge the \$1.36 staff cost per minute for email transmittal of electronic records, which could be substantially more expensive for the requestor. (For example, if a requestor receives four electronic records via email, there will be no charge using the EFFR, while fees would be incurred if charged by the minute). The City believes that using the same cost per electronic record no matter how they are transmitted allows requestors to use the platform that they are most comfortable or familiar with.

COPYING ELECTRONIC RECORDS TO A STORAGE DEVICE

The actual cost of the storage device will be charged to the customer as well as the Electronic File Flat Rate of \$0.25 per record after the 5th record.

The City has determined that charging the same Electronic File Flat Rate no matter how the electronic records are transmitted is the most equitable solution. The other option would be to charge the \$1.36 staff cost per minute for transferring electronic records to a storage device, which could be substantially more expensive for the requestor. The City believes that using the same cost per electronic record no matter how they are transmitted allows requestors to use the platform that they are most comfortable or familiar with.

To prevent viruses or corrupt files from entering the City's networks, customer-provided storage devices are not permitted to be connected to City computers or networks under any circumstances. Should a storage device be requested, the City will purchase the most cost-effective option available at that time. The customer will reimburse the actual cost of the device, including tax and shipping (if applicable).

POLICE DEPARTMENT RECORDS FEES

Police Reports or Collision Reports

Police reports may include the case report with narrative or CAD notes if there is no narrative. (Note: If a requestor asks for dispatch calls, they will receive the police report with narrative or CAD notes if there is no narrative).

The cost per police or collision report was determined to be \$10.00. This fee only applies to customers not directly involved with the incident the report is related to.

For parties directly involved with the incident the report is related to, only standard paper copy or electronic file flat rate fees will apply. The City must be put on notice that the law firm is representing the customer (notice of appearance preferred) in order for the \$10.00 fee to be waived.

Calculation. Actual average hourly staff wage including benefits of \$81.30 per hour or \$1.36 per minute multiplied by the average time it takes for a staff member to complete the following steps:

- Exporting or downloading files from their original locations.
- Uploading the files into the portal.
- Confirming that all files were successfully uploaded.
- Renaming and labeling records if necessary.
- Making the files accessible to the customer.
- Providing instruction to the customer for how to access their record copies.

It was found to take 7.5 minutes on average to disclose a police report or collision report.

- 7.5 minutes x \$1.36 = \$10.20 in fees.

The City has chosen to round this down to \$10.00 per report.

(Note: The Washington State Patrol provides copies of collision reports for \$10.50 per report.)

ADDITIONAL RECORDS FEES

Mailing Records

The City will charge the actual cost of envelope, box, or container the records are shipped in, the postage cost and any other delivery-related fees, and any applicable taxes in addition to the cost of copying or printing the records.

Digital Records Storage Device

USB drive, etc.

Exhibit A

The actual cost of the digital records storage device, including tax and shipping (if applicable), will be charged to the requestor.

Credit Card Processing Fee

When payments are made in-person or over the phone and the City incurs a fee for processing the payment, this fee shall be charged to the paying customer.

