



City of Selah

Executive Order PRO-02

RE: RCW 42.56.120

Charges for Providing Copies of Public Records

1. Under RCW 42.56.120, as amended by HB 1595 S.L (effective 7/23/2017), state and local agencies may charge members of the public:
 - a. The actual cost for copying and sending requested records, if the agency conducts a cost study, or;
 - b. Charge fees not to exceed those in RCW 42.56.120, if the agency declares that a cost study would be unduly burdensome and states the reasons why.
2. The Mayor and City Administrator find that calculating the actual costs that the City incurs when providing copies of public records is unduly burdensome for the following reasons:
 - a. The City's multi-purpose scanner/printers are shared by all City staff for a variety of purposes that make determining the actual per page equipment cost for copying or scanning records extremely difficult
 - b. A large number of staff, with widely differing salary and benefit levels, copy and send records as part of their work. The percentage of time each of these staff members spends directly related to copying and sending records also widely varies. For these reasons, calculating the actual per page labor cost of copying and sending records is onerous and impractical.
3. The cost of City staff members to scan and print copies of records – when calculated using the least expensive salary and benefit costs – would still exceed the fees allowed by RCW 42.56.210. This means that by using the fees outlined in the statute, requestors will be charged less than that City's actual cost of copying and sending records.
4. The Mayor and City Administrator hereby declares that performing a study to calculate the actual cost of providing records is unduly burdensome and the City will, therefore, charge fees to copy and provide public records not to exceed those permitted in RCW 42.56.120. These fees will be posted online in the City's Public Records Policy.

Signed this 25 day of July, 2023

Sherry Raymond, Mayor

City Administrator, Joseph Henne