

## City of Union Gap Fee Schedule for Obtaining Public Records

<u>Delivery Method:</u>	<u>Description:</u>	<u>Cost:</u>
Paper copies	A per page charge for hard copies. B&W or color 8 ½ x 11, 8 ½ x 14; 11x17	\$.15 per page
Scans	A per page charge for converting a record from a paper copy to an electronic format	\$.10 per page
Electronic Files	Documents in electronic form	\$.05 per each 4 files
Discs	Records copied to optical storage devices such as CD or DVD	Actual cost
Flash Drives and other formats	Customer can request records to be delivered on a 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 the City can process	Actual cost
Postage and Mailing Materials	Requests delivered by U.S. Postal Service	Actual cost