

City of Union Gap Fee Schedule for Obtaining Public Records

The City of Union Gap may require a deposit in an amount not to exceed ten percent (10%) of the estimate cost of providing copies.

DESCRIPTION	COST	
Inspection of Records at City Hall	FREE	
COST OF CONVENIENCE COPIES IN PHYSICAL FORMAT		
8.5 X 11 inches	\$0.15 per page	
Oversized plans, maps, photographs, or specialty documents	Actual reproduction cost	
COST OF CONVENIENCE COPIES IN ELECTRONIC RECORDS		
8.5 X 11 inches (scanning)	\$0.10 per page	
Uploaded to email, cloud storage, or other delivery system	\$0.05 per four (4) files	
Gigabyte Fee	\$0.10 per gigabyte	
POSTAGE – COST OF PHYSICAL FORMAT		
Standard envelope (10 X 12 and smaller)	\$1.00 plus actual USPS postage	
MEDIA – COST OF ELECTRONIC NEW DEVICE IS REQUIRED FOR EACH INSTALLMENT/REQUEST – MEDIA IS NOT REUSABLE		
Flash Drive	Actual cost of flash drive	
External Hard Drive (CD or DVD)	Actual cost of the hard drive	
COST OF COLLISION REPORT PRINT OR ELECTRONIC		
Collision Report	\$5.00	
COST OF ORIGINAL VIDEO RECORDING COST OF STAFF TIME PLUS GIGABYTE / TRANSMISSION / MEDIA FEES		
Traffic Camera Video Recording request located at the intersection cabinet and no other places	Transmission charges; plus <ul style="list-style-type: none"> ▪ The actual cost of staff time to copy the files; and ▪ Per gigabyte fee 	\$10.00 per video file conversion or duplication
Police Body Cam Request made by party directly involved	Transmission charge; plus <ul style="list-style-type: none"> ▪ The actual cost of staff time to copy the files; and ▪ Per gigabyte fee 	
Police Body Cam Request made by party NOT directly involved	Transmission charge; plus the actual cost of staff time to copy the file; and <ul style="list-style-type: none"> ▪ The cost of staff time to redact any portion of the recording; and ▪ Per gigabyte fee 	\$59.15 per hour
Customized Data Compilation – If a request requires the use of Information technology expertise to prepare a data compilation or provide customized electronic access services, the City may charge a customized service charge consistent with RCW 42.56.120(3). Such charges may include staff time for database queries, GIS data extraction, or specialized programming services.		
Police Body Camera Video: Prior to making a copy, qualified personnel will start a timer		

and calculate the time it takes to extract video.

If the requester is not directly involved party to the incident, the following charges will also apply.

- Actual time spent applying redactions to the video.

Deposit and Installment – The Public Records Officer may require a deposit of up to 10% of the estimate cost of providing copies of records. Payment may be required before the release of records or installation of records.

Fee Waivers – Fee may be waived when the total cost is nominal or when the waivers is determined to be in the best interest of the City.

- Fees are adjusted periodically based on CPI-W to recover the cost of providing records.