



Public Records Request Fee Schedule

The following fee schedule was approved by the Okanogan County Commissioners on February 14, 2023, per the Washington State [Public Records Act RCW 42.56](#).

View Records Only	
If you only want to look at our records, please make an appointment to view in our office. If you need these records printed for you, our copying fees below apply.	No Fee
Get Copies of Records	
If you want to get photocopies of our records, please make a request through our Public Records Request web portal . Printed copies of electronic records are in black and white on standard copy paper no larger than 8.5" x 14" and single-sided.	15¢ Per Page
If electronic records are printed in color or on paper sizes larger than 8.5" x 14".	Actual Cost
If paper copies must be scanned to make an electronic copy.	10¢ Per Page
If files and attachments are uploaded to e-mail, on digital storage media (CD, DVD, thumb drive), cloud-based data storage, or other means of electronic delivery.	5¢ Per Each Four (4) Electronic Files or Attachments
If our records are put in electronic format or loaded and delivered on a digital storage media (CD, DVD, thumb drive).	10¢ Per Gigabyte
If the copies are delivered to you in any other way than e-mail , such as: <ul style="list-style-type: none"> Digital storage media - CD, DVD, thumb drive Envelope or other container used to mail copies Postage and delivery charges 	Actual Cost
Get Body Worn Camera Recordings	
If your request requires body worn camera recordings, additional staff time is required for redacting, altering, distorting, pixelating, suppressing, or otherwise obscuring any portion of the body worn camera recording.	Actual Cost Including Reasonable Cost of Staff Time Spent
Customized Electronic Access Service	
If your request requires data compilations prepared or accessed as a customized service , this cost is in addition to above fees for copies including mailing/delivery and container costs.	Actual Cost
Copies of Other Records Not Listed Above	
For records which other costs are authorized by laws outside RCW 42.56.	Cost Varies
Deposit May Be Required	
A deposit is required prior to fulfilling your request if: <ul style="list-style-type: none"> The estimated cost to fulfill your entire request and/or we provide a customized service that exceeds \$25; or You previously failed to pay for a request or installment. 	10% of Estimated Cost to Fulfill Request

Note: The above fees are assessed for each installment of records provided to you. Fees may be combined when more than one type of charge applies to your particular request.