



FEE SCHEDULE FOR COPIES OF PORT OF SEATTLE RECORDS

EFFECTIVE JULY 23, 2017

As provided under state law, the Port cannot charge a fee for locating public records or for making records available for review or inspection.

- **The charge for standard black-and-white photocopies is fifteen cents (\$.15) per page.**
- **For large productions of paper records, the Port may use an outside vendor and charge the actual cost of the copy service including postage and the shipping container.**
- **The charge to scan a paper- copy of a record is ten cents (\$.10) per page.**
- **For large productions of electronic records on external hard drives, the Port may charge the requestor the actual cost of the external hard drive. Alternatively, the requestor may choose to provide an unopened/new in package external hard drive.**
- **No sales tax is charged on copies of records made at the Port's facilities.**
- **Payment to the Port of Seattle under this schedule may be made by cash, check, or money order.**