

# CITY OF EPHRATA

## FEE SCHEDULE

### EXHIBIT A (EMC 3.35)

Ord. 11-11, 11-20, 12-12, 12-15, 12-21, 12-23, 13-19, 14-11,  
Ord 14-19, Ord 15-21, Ord. 16-22, Ord. 17-12, Ord 18-03, Ord 18-24, Ord 19-09, Ord 20-07

Code Reference	DESCRIPTION	FEE	CIVIL PENALTY CODE
<b>PUBLIC RECORDS FEE SCHEDULE</b>			
Paper Copies		.15 cents a page *Two-sided document equals 2 pages	
Scanned Copies or use of agency equipment for scanning		.10 cents a page	
Records uploaded to email, cloud-based storage, CD/DVD, or flash drive		.05 cents each per every 4 electronic files or attachments	
Records Transmitted in electronic format or for use of agency equipment to send records electronically		.10 cents a gigabyte	
Digital Storage Media Device (CD/DVD, flash drive)		Actual Cost of Device	
Arch 24' x 36' map Envelope		\$3.50 / map Actual Cost	
Postage		Container + Actual Cost	
Customized Service Charge		When the request would require the use of IT expertise to prepare data compilations or when such customized access service are not used by the agency for other business purpose, the agency may charge the actual cost. The agency must notify the requestor that it will be doing a customized service and can require a 10 percent deposit per RCW 42.56.120(4).	
<p>The City of Ephrata has a five dollar (\$5.00) de minimis for each records request. Anything over (\$5.00) five dollars, the requestor is required to pay.</p>			