

## Public Records Fee Schedule

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There may be fees associated with your request. If there are fees, the Public Records Office will contact you for approval to process the request. The Washington State Department of Health (DOH) will not provide you with any records until we receive the necessary payment.

The rules and regulations related to this fee schedule in the Revised Code of Washington (RCW) and the Washington Administrative Code (WAC) are listed below.

- [Charges for Copying \(RCW 42.56.120\)](#) – Explains when state agencies are authorized to charge for copies of public records.
- [Other provisions not superseded \(RCW 42.56.130\)](#) – Explains that other laws about copy fees still apply, even if the Public Records Act sets its own fees.
- [Costs of Providing Public Records \(WAC 246-02-060\)](#) – Explains when DOH can charge fees for copies of public records and how those fees are applied.

## Fee Schedule

Please note there is no fee if you are inspecting public records, specifically in the following situations.

- You set up an appointment to inspect public records at the office in Tumwater or our satellite offices.
- You access or download records the office routinely posts on our website.

## Fees associated with public records requests at DOH

The table below describes fees associated with specific services. If more than one type of charge applies in a request, those charges will be combined. DOH will assess charges for each installment of records provided to the requester. Please also review the [Customized Service section](#) of this document.

Service description	Fee in dollars (\$)
Digitizing hardcopy files: per page	0.10
Electronic documents: per every 4 documents uploaded to email, cloud-based data storage service, or other means of electronic delivery	0.05
Transmission of electronic records: per gigabyte	0.10
Printed copies, per page (plus postage costs)	0.15
CD (plus postage costs)	5.21
DVD (plus postage costs)	5.46
Thumb drive (plus postage costs)	12.75
Mailing envelope	1.19

**Note:** We will base additional charges added to your service on actual costs incurred by DOH when your request requires the following.

- Use of the United States Postal Service.
- Use of an outside vendor to make copies, due to the unusual size or format of the record(s).

## Customized Service

The cost to provide customized services, such as specialized data compilations, will be added to the costs described above. The actual cost will vary based on the request. DOH will not provide customized services if providing the service interferes with other essential agency functions.

## Deposits

When the estimated costs exceed \$25, you will be charged a 10% deposit.

## Fee Waivers

Fee waivers are an exception. They may be available for some small request, and they are not applicable to records provided in installments. At DOH's discretion, we may waive fees in one of the following circumstances.

- All the records responsive to an entire request are paper copies only and are 25 or fewer pages.
- All the records responsive to an entire request are electronic and can be provided in a single email with attachments. **Note:** If that email for any reason is not deliverable, records will be provided through another means of delivery, and the requester will be charged in accordance with the fees stated in the table above.

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To request this document in another format, call 1-800-525-0127. Deaf or hard of hearing customers, please call 711 (Washington Relay) or [email doh.information@doh.wa.gov](mailto:email.doh.information@doh.wa.gov).