

## Three Rivers Hospital Public Records Fee Schedule Per the State of Washington's Public Records Act, RCW 42.56.120

<b>Inspection</b>	
No fee	Inspection by requester at Three Rivers Hospital
No fee	Requester accessing or downloading records the office routinely posts on its website
<b>Copies</b>	
15 cents per page	Photocopy of paper records, or printed (paper) copies of electronic records (applies if requester asks for paper copies)
10 cents per page	Electronic copy of scanned paper records (applies if paper copies must be scanned in order to produce in electronic format)
5 cents for each 4 electronic files or attachments	Files and attachments loaded and delivered on a digital storage media (CD, DVD or thumb drive)
10 cents per gigabyte	Files and attachments loaded and delivered on a digital storage media (CD, DVD or thumb drive).
Actual cost	Digital storage media or devices; any container or envelope used to mail copies; postage or delivery charges.
<b>Copy Charges - Other Records</b>	
Cost varies – Per other statutes	Records for which other costs are authorized pursuant to laws outside RCW 42.56. RCW 42.56.130.
Cost varies - Actual cost (based upon vendor cost to office)	Records sent to an outside vendor due to their unusual size or format, or other factors making copying by office unfeasible. Mailing/delivery and container costs also apply.
<b>Customized Service</b>	
Cost varies - Actual cost (based upon request)	Data compilations prepared or accessed as a customized service. Cost is in addition to above fees for copies, including mailing/delivery and container costs. RCW 42.56.120(3).
<ul style="list-style-type: none"> <li>• Copy charges above may be combined to the extent more than one type of charge applies to copies responsive to a particular request.</li> <li>• Copy charges are assessed for each installment of records provided to the requester.</li> <li>• Copy charges above may be waived when (i) All of the records responsive to an entire request are paper copies only and are fifty pages or fewer; or (ii) all of the records responsive to an entire request are electronic and can be provided in a single email with attachments of a size totaling no more than the equivalent of 100 printed pages. 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 this rule.</li> </ul>	