



TACOMA HOUSING AUTHORITY

RESOLUTION 2019-12-11 (4)

Date: December 11, 2019

To: THA Board of Commissioners

From: Michael Mirra
Executive Director

Re: THA Public Records Request Fee Schedule

This resolution would authorize Tacoma Housing Authority (THA) to collect fees for paper and electronic copies of public records, as authorized by state law, and will provide THA with a way to recoup a small portion of the significant costs incurred in responding to public records requests.

Background

THA would like to establish a fee schedule of chargers for paper and electronic copies produced in response to public records requests. The proposed fee schedule adopts statutory default fee outlined in state statute ([RCW 42.56.120](#)).

Recommendation

Approve Resolution 2019-12-11 (4) approving the Public Records Request Fee Schedule (Attachment A) and allowing THA staff to collect fees for paper and electronic copies of public records.



TACOMA HOUSING AUTHORITY

RESOLUTION 2019-12-11 (4) (THA Public Records Request Fee Schedule)

A **RESOLUTION** of the Board of Commissioners of the Housing Authority of the City of Tacoma

WHEREAS, [Chapter 42.56 RCW](#), the Washington Public Records Act requires that public agencies publish rules to provide public access to public records; and

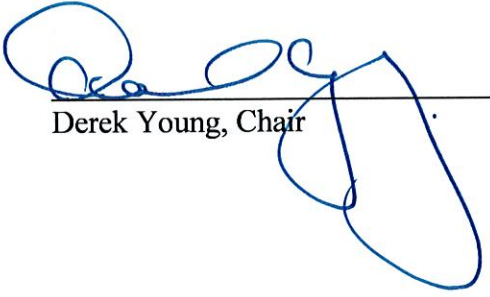
Whereas, Effective July 23, 2017, the Washington Legislature amended [Chapter 42.56 RCW](#), the Public Records Act; and

Whereas, Resolution 2019-12-11 (4) will facilitate compliance with [Chapter 42.56 RCW](#), the Washington Public Records Act; now, therefore, be it

Resolved by the Board of Commissioners of the Housing Authority of the City of Tacoma, Washington as follows:

1. [Chapter 42.56 RCW](#), the Washington Public Records Act, requires that public agencies publish rules to provide public access to public records; and,
2. Effective July 23, 2017, the Washington Legislature amended the Public Records Act, changing the costs which may be charged for providing records under the Public Records Act; and,
3. This Resolution is to authorize Tacoma Housing Authority to charge fees for the provision of responsive records, in accordance with [RCW 42.56.120](#).

Approved: December 11, 2019


Derek Young, Chair

Fee Schedule for Obtaining Public Records

Per the state of Washington's Public Records Act, [RCW 42.56](#), and specifically RCW 42.56.120, agencies may impose certain charges to recover the actual cost of making and providing records when fulfilling requests.

General Availability of Records

Public records will be available for inspection during Tacoma Housing Authority's (THA) customary business hours. Customary business [hours](#) are posted at THA and on the THA web site. Records must be inspected at the 902 South L Street, Tacoma, WA 98405 office. Upon request for identifiable public records, THA will make records promptly available to any person including, if applicable, on a partial or installment basis as records that are part of a larger set of requested records are assembled or made ready for inspection or disclosure. THA will not deny any request for identifiable public records solely on the basis that the request is overboard.

Records Exempt from Disclosure

Although documents perpetuate, communicate, or formalize knowledge are public records, the Public Records Act, [RCW 42.56](#) and other statutes list types of information in public documents exempt from public viewing and copying. If only part of a record is exempt, the PRO will redact the exempt portions before providing the document. THA does not disclose lists of individuals for commercial purposes.

Cost for Providing Public Records

THA does not charge for the staff time spent locating a public record or for making a record available for inspection. The law allows THA to charge for the actual costs connected with copying public records, which may include within the rate the staff time directly related to the actual cost of copying and/or sending the public records.

If an installment of a records request is not paid for or reviewed within 15 days after THA provides notice of availability of the installment, THA is not obligated to fulfill the balance of the request.

In the event a records request is estimated to exceed \$25, before beginning to make the copies, the PRO or designee may require a deposit of 10% of the estimated copying costs prior to copying the records.

THA Fee Schedule [RCW 42.56.120](#)

Delivery Method/Materials	Description	Cost
Paper copies	Photocopies or printed electronic copies	15 cents/page
Scans	Records scanned into electronic format	10 cents/page
Online delivery	Records uploaded to email, cloud storage service, or other electronic delivery system	5 cents for every four electronic files
Electronic transmission	Records transmitted in electronic format or for use of agency equipment to send records electronically	10 cents/gigabyte
USB/Discs	Digital storage media or device (e.g., USB, CD, DVD)	Actual cost
Mailing materials	Any container or envelope used to mail copies	Actual cost
Postage	Postage or delivery charges	Actual cost
Customized service	Customized service if THA estimates that the request would require the use of information technology expertise to prepare data compilations, or provide customized electronic access services when such compilations and customized access services are not used by THA for other agency purposes. THA will not assess a customized service charge unless it has notified the requestor of the charge to be applied to the request, including an explanation of why the customized service charge applies, a description of the specific expertise, and a reasonable estimate of the charge.	Actual cost

Copy charges above may be combined to the extent that more than one type of charge applies to copies responsive to a request. Pursuant to [RCW 42.56.130](#), the costs listed above do not supersede any fees for copying public records authorized by other statutory provisions, other than [Chapter 42.56 RCW](#).