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2017 JUL 21 AM 9:06
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Subject: MULTI-DEPARTMENTAL ADMINISTRATIVE RULES Rules Regarding: **Public Disclosure Fees**	No. MDAR 17-0001	
	Publication: 6/19/2017	**Effective:** 7/23/2017
Authority: SMC 3.104.010 SMC 3.104.030		

Approved:

7-13-17
Mayor Edward Murray — Date

7/17/17
Jeff Davis, Executive Director — Date
Seattle City Employees Retirement System

7-17-17
Monica Simmons — Date
Seattle City Clerk

Dan Oliver, Director — Date
Police and Fire Pension
7/18/17

7-19-17
Pete Holmes, City Attorney — Date

7.17.17
Wayne Barnett, Executive Director — Date
Ethics and Elections Commission

07.20.17
Marcellus Turner, City Librarian — Date
Seattle Public Library

/s/ see addendum
Fé Lopez, Executive Director — Date
Community Police Commission

7-18-17
Jennifer Greenlee, Director — Date
Public Safety Civil Service Commission and
Civil Service Commission

/s/ see addendum
Teri Allen, Chair — Date
Trust Committee for Deferred Compensation

Sue Tanner, Hearing Examiner Office of Hearing Examiner	Date 7/19/17

INTRODUCTION

This Multi-Departmental Administrative Rule ("MDAR") was enacted in accordance with the notice and hearing procedures set forth in SMC 3.02.030. A notice of hearing was published in the *Daily Journal of Commerce* beginning on June 19, 2017. Notice was also provided on various City websites. A public hearing on the proposed MDAR was held on June 30, 2017. The City also solicited and reviewed written comments on the proposed MDAR.

1. STATEMENT OF COSTS

The City's costs for providing copies of public records are set forth in the Statement of Costs below. Requestors of public records will be charged in accordance with the Statement of Costs, except as provided in Section 2 of this rule.

Delivery method/materials	Description	Cost
Online delivery through Public Records Request Center (PRRC)	There are three steps where charges may be incurred for receiving records through the PRRC:	
	1. A charge for uploading digital records (audio, electronic, documents, photo, video) to the system; fee is determined by electronic file size.	Record less than 1 GB: $0.02 (minimum fee); record exceeding 1 GB: $0.09 per GB
	2. Charge per minute of staff time to attach records to a response (minimum two minutes of staff time).	$0.41 per minute
	3. Charge of staff time for each increment of 25 attachments to release records to the customer.	$0.41 per minute
Discs	Records are copied to optical storage devices such as CD or DVD.	$1 per disc
Paper copies	A per-page charge for hard copies of requested records. B&W or color. 8 ½ x 11; 8 ½ x 14; 11 x 17; double-sided or single-sided.	$0.15 per page
Scans	A per-page charge for converting a record from a paper copy to an electronic format.	$0.10 per page
Flash drives and other formats	Customer can request records be delivered on a flash/thumb drive, USB, or other portable storage device.	Actual cost
Outside vendor	Outside vendors can be used for unusual formats, large quantities, or when a requestor asks for delivery of copies faster than the City can process.	Actual cost
Postage	If a customer requests records be delivered by U.S. Postal Service.	Actual cost (based on weight)
Mailing materials	Material to package records for mailing: Any size manila envelope.	$0.45

Delivery method/materials	Description	Cost
	Disc protector (cardboard, jewel case, etc.)	$0.50
Body-worn video footage (redaction cost)	A per-minute charge for redacting video footage.*	Actual cost ($0.60 per minute of redaction time)

*Redaction costs for body-worn video footage will be imposed in accordance with RCW 42.56.240(14).

2. WAIVER OF FEES

In responding to public disclosure requests, Public Disclosure Officers (PDOs) should charge requestors for copies of records in accordance with the Statement of Costs. However, a department may waive fees for copies of records as appropriate, taking into consideration such factors as administrative or clerical errors made by PDOs or other City employees and the *de minimis* nature of the request.

This determination should be made on a case-by-case basis, and waivers should be the exception rather than the norm. Fees should not be waived for extraordinary requests. Waivers based exclusively on a requestor's identity are prohibited.