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CITY CLERK'S OFFICE  
SPOKANE, WA  
LC (2/23/2009)

CITY OF SPOKANE ADMINISTRATIVE POLICY AND PROCEDURE	ADMIN 0260-09-03 LGL 2009-18
TITLE: <b>PUBLIC RECORD REQUESTS</b> EFFECTIVE DATE: January 2, 2002 REVISION EFFECTIVE DATE: February 21, 2009	

## 1.0 GENERAL

### 1.1 Authority and Purpose.

1.1.1 RCW 42.56.070 (1) of the Public Records Act ("Act") requires each state or local agency to make available for inspection and copying nonexempt "public records" in accordance with published rules. RCW 42.56.070(2) requires each agency to set forth "for informational purposes" every law, in addition to the Public Records Act, that exempts or prohibits the disclosure of public records held by that agency.

1.1.2 The purpose of this policy is to establish the procedures the City of Spokane will follow in order to provide full access to public records. This policy provides information to persons wishing to request access to public records of the City of Spokane and establishes processes for both requestors and City staff that are designed to best assist members of the public in obtaining such access.

1.1.3 The purpose of the Act is to provide the public full access to information concerning the conduct of government, mindful of individuals' privacy rights and the desirability of the efficient administration of government. The Act and this policy will be interpreted in favor of disclosure. In carrying out its responsibilities under the Act, the City of Spokane will be guided by the provisions of the act describing its purposes and interpretation.

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## 2.0 DEPARTMENTS/DIVISIONS AFFECTED

This policy shall apply to all City divisions and departments except:

- a. records handled by the Records Unit of the Police Department;
- b. records handled by the Spokane Municipal Court; and
- c. records handled by the Spokane Public Library.

## 3.0 REFERENCES

Chapter 42.56 RCW

## 4.0 DEFINITIONS

- 4.1 "Public record" includes any writing containing information relating to the conduct of government or the performance of any governmental or proprietary function prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics.
- 4.2 "Writing" means handwriting, typewriting, printing, photostating, photographing, and every other means of recording any form of communication or representation, including, but not limited to, letters, words, pictures, sounds, or symbols, or combination thereof, and all papers, maps, magnetic or paper tapes, photographic films and prints, motion picture, film and video recordings, magnetic or punched cards, discs, drums, diskettes, sound recordings, and other documents including existing data compilations from which information may be obtained or translated.

## 5.0 POLICY

### 5.1 Agency Description - Contact Information - Public Records Officer

- 5.1.1 The City of Spokane is a municipal corporation. The City's central office is located at City Hall, 808 West Spokane Falls Boulevard, Spokane, Washington 99201. The City has field offices at various sites throughout the City.

- 5.1.2 Any person wishing to request access to public records of the City, or seeking assistance in making such a request should contact the public records officer of the City:

Terri Pfister, City Clerk  
City of Spokane  
Fifth Floor, City Hall  
808 West Spokane Falls Boulevard  
Spokane, Washington 99201  
(509) 625-6350  
FAX: (509) 625-6217  
Email: [tpfister@spokanecity.org](mailto:tpfister@spokanecity.org)

Information is also available at the City's web site at [www.spokanecity.org](http://www.spokanecity.org).

- 5.1.3 The public records officer will oversee compliance with the Act but another City staff member may process the request. Therefore, this policy will refer to the public records officer "or designee". The public records officer or designee and the City of Spokane will provide the "fullest assistance" to requestors; ensure that public records are protected from damage or disorganization; and prevent fulfilling public records requests from causing excessive interference with essential functions of the City.

## 5.2 Availability Of Public Records

### 5.2.1 Hours for inspection of records.

Public records are available for inspection and copying during normal business hours of the City, Monday through Friday, 8:00 a.m. to 5:00 p.m., excluding municipal legal holidays. Records must be inspected at the offices of the City. The City and the requestor can make mutually agreeable arrangements for the times of inspection and copying.

### 5.2.2 Records Index.

The City of Spokane does not maintain a records index pursuant to mayoral executive order EO 2008-05.

### 5.2.3 Organization / Protection of Records.

- a. The City will maintain its records in a reasonably organized manner consistent with available resources. The City / public records officer may take any steps deemed necessary to

protect and preserve records from damage, alteration or disorganization.

- b. A requestor shall not alter, disorganize, damage, take or remove City records from City offices or custody without the express written permission of the public records officer or designee. In the event of such unauthorized action, the City reserves the right to recover from all persons responsible, all costs of record recovery, including direct costs as well as all claims for consequential loss or damage, in addition to prosecution under the law.

5.2.4 A variety of records is available on the City's web site at [www.spokanecity.org](http://www.spokanecity.org). Requestors are encouraged to view the documents available on the web site prior to submitting a records request.

5.2.5 Making a request for public records.

- a. Any person wishing to inspect or copy public records of the City should make the request in writing on the City's request form, or by letter, fax, or e-mail addressed to the public records officer.
- b. The request should include the following information:
  - Name of requestor;
  - Address of requestor;
  - Other contact information, including telephone number and any e-mail address;
  - Identification of the public records adequate for the public records officer or designee to locate the records; and
  - The date and time of day of the request.
- c. A question or request for information is not a request for a record.
- d. If the requestor wishes to have copies of the records made instead of simply inspecting them, he or she should so indicate and make arrangements to pay for copies of the records or a

deposit pursuant to the listed charges in Attachment C. (See 6.4.1 for deposit provisions)

- e. A form is available for use by requestors at the office of the public records officer and on-line at [www.spokanecity.org](http://www.spokanecity.org) .
- f. The public records officer or designee may accept requests for public record requests that contain the above information by telephone or in person. If the public records officer or designee accepts such a request, he or she will confirm receipt of the information and the substance of the request in writing.

## 6.0 PROCEDURE

### 6.1 Processing of Public Records Requests – General

#### 6.1.1 Providing "fullest assistance."

The City is charged by statute with adopting rules which provide for how it will "provide full access to public records," "protect records from damage or disorganization," "prevent excessive interference with other essential functions of the agency," provide "fullest assistance" to requestors, and provide the "most timely possible action" on public records requests. The public records officer or designee will process requests in the order allowing the most requests to be processed in the most efficient manner.

#### 6.1.2 Acknowledging receipt of request.

Within five (5) business days of receipt of the request, the public records officer will do one or more of the following:

- a. Make the records available for inspection or copying in whole or in part; or
- b. If copies are requested and payment of a deposit, for the copies, if any, is made or terms of payment are agreed upon, send the copies to the requestor; or
- c. Provide a reasonable estimate of when records will be available; if not furnished in whole; or
- d. If the request is unclear or does not sufficiently identify the requested records, request clarification from the requestor. Such clarification may be requested and provided by telephone. The public records officer may revise the estimate of when records will be available; or

e. Deny the request, in whole or part.

6.1.3 Consequences of failure to respond.

If the City does not respond in writing within five (5) business days of receipt of the request for disclosure, the requestor should consider contacting the public records officer to determine the reason for the failure to respond.

6.1.4 Protecting rights of others.

In the event that the requested records contain information that may affect rights of others and may be exempt from disclosure, the public records officer may, prior to providing the records, give notice to such others whose rights may be affected by the disclosure. Such notice should be given so as to make it possible for those other persons to contact the requestor and ask him or her to revise the request, or, if necessary, seek an order from a court to prevent or limit the disclosure. The notice to the affected persons will include a copy of the request.

6.1.5 Records exempt from disclosure.

Some records are exempt from disclosure, in whole or in part. If the City believes that a record is exempt from disclosure and should be withheld, the public records officer will state the specific exemption and provide a brief explanation of why the record or a portion of the record is being withheld. If only a portion of a record is exempt from disclosure, but the remainder is not exempt, the public records officer will redact the exempt portions, provide the non-exempt portions, and indicate to the requestor why portions of the record are being redacted. If the records requested are large and/or if the redactions are voluminous, a "withholding index" which cites the public record and the statute that provides the exemption may accompany the public records. The public records officer may explain to the requestor that the redaction services will take additional time and invite the requestor to focus or narrow the request to save time and help serve the requestor's needs.

6.1.6 Inspection of records.

a. Consistent with other demands and resources, the City shall provide space to inspect public records. No member of the public may remove a document from the viewing area or disassemble or alter any document. The requestor shall indicate which documents he or she wishes the City to copy. The City and the requestor can make mutually agreeable arrangements for the times of inspection.

- b. The requestor must claim or review the assembled records within thirty (30) days of the City's notification to him or her that the records are available for inspection or copying. The City will notify the requestor in writing of this requirement and inform the requestor that he or she should contact the City to make arrangements to claim or review the records. If the requestor or a representative of the requestor fails to claim or review the records within the thirty (30)-day period or make other arrangements, the City may close the request and refile the assembled records. Other public records requests can be processed ahead of a subsequent request by the same person for the same or almost identical records, which can be processed as a new request.
  
- 6.1.7 Providing copies of records.  
After inspection is complete, the public records officer shall make the requested copies or arrange for copying.
  
- 6.1.8 Providing records in installments.  
When the request is for a large number of records, the public records officer or designee will provide access for inspection and copying in installments, if he or she reasonably determines that it would be practical to provide the records in that way. If, within thirty (30) days, the requestor fails to inspect the entire set of records or one (1) or more of the installments, the public records officer or designee may stop searching for the remaining records and close the request.
  
- 6.1.9 Completion of inspection.  
When the inspection of the requested records is complete and all requested copies are provided, the public records officer or designee will indicate that the City has completed a diligent search for the requested records and made any located non-exempt records available for inspection.
  
- 6.1.10 Closing withdrawn or abandoned request.  
When the requestor either withdraws the request or fails to fulfill his or her obligations to inspect the records or pay the deposit or final payment for the requested copies, the public records officer will close the request and indicate to the requestor that the City has closed the request.
  
- 6.1.11 Later discovered documents.  
If, after the City has informed the requestor that it has provided all available records, the City becomes aware of additional responsive documents existing at the time of the request, it will promptly inform the requestor of the additional documents and provide them on an expedited basis.

#### 6.1.12 On-going requests.

“On-going” or continuous requests for records are not honored. A request is searched at the time made. A new request is needed for records created after the time of an initial request.

### 6.2 Processing of public record requests – electronic records

#### 6.2.1 Requesting electronic records.

The process for requesting electronic records is the same as for requesting paper public records.

#### 6.2.2 Providing electronic records.

When a requestor requests records in an electronic format, the public records officer will provide the nonexempt records or portions of such records that are reasonably locatable in an electronic format that is used by the City and is generally commercially available, or in a format that is reasonably translatable from the format in which the City keeps the records. Costs for providing electronic records are governed by WAC 44-14-07003.

#### 6.2.3 Customized access to data bases.

With the consent of the requestor, the City may provide customized access under RCW 43.105.280 if the record is not reasonably locatable or not reasonably translatable into the format requested. The City may charge a fee consistent with RCW 43.105.280 for such customized access.

### 6.3 Exemptions

6.3.1 The Public Records Act provides that a number of types of documents are exempt from public inspection and copying. In addition, documents are exempt from disclosure if any "other statute" exempts or prohibits disclosure. Requestors should be aware of the exemptions, outside the Public Records Act, that restrict the availability of some documents held by the City of Spokane for inspection and copying. The list is a partial list only, and there may be other statutes that restrict or limit the disclosure to the public. These exemptions are located in Attachment B.

6.3.2 The City is prohibited by statute from disclosing lists of individuals for commercial purposes.

6.3.3 The City is not required to create a record where one does not exist.

### 6.4 Costs Of Providing Copies Of Public Records

6.4.1 Costs for paper copies.

The City of Spokane does not charge for the first ten (10) pages of standard black and white photocopies of a record selected by a requestor. The City charges fifty cents (\$0.50) per page thereafter for standard black and white photocopies of a record selected by a requestor. A statement of the factors and the manner used to determine this charge is located in Attachment C.

Before beginning to make the copies, the public records officer or designee may require a deposit of up to ten percent (10%) of the estimated costs of copying all the records selected by the requestor. The public records officer or designee also requires the payment of the remainder of the copying costs before providing all the records, or the payment of the costs of copying an installment before providing that installment. The City will not charge sales tax when it makes copies of public records.

6.4.2 Costs for electronic records.

The cost of electronic copies of records shall be as set forth in Attachment C. There will be no charge for emailing electronic records to a requestor, unless another cost applies such as a scanning fee.

6.4.3 Costs of mailing.

The City may also charge actual costs of mailing, including the cost of the shipping container.

6.4.4 Payment.

Payment may be made by cash, check, or money order to the City of Spokane. Bad checks are treated as non-payment and referred to collection.

6.5 Review Of Denials Of Public Records

6.5.1 Petition for internal administrative review of denial of access.

Any person who objects to the initial denial or partial denial of a records request may petition in writing (including email) to the public records officer for a review of that decision. The petition shall include a copy of or reasonably identify the written statement by the public records officer or designee denying the request.

6.5.2 Consideration of petition for review.

The public records officer shall promptly provide the petition and any other relevant information to the City Administrator. That person will immediately consider the petition and either affirm or reverse the

denial within two (2) business days following the City's receipt of the petition, or within such other time as the City and the requestor mutually agree to.

6.5.3 Judicial review.

Any person may obtain court review of denials of public records request pursuant to RCW 42.56.550 at the conclusion of two (2) business days after the initial denial regardless of any internal administrative appeal.

7.0 RESPONSIBILITIES

The City Clerk shall administer this policy.


8.0 APPENDICES

Attachment A - Public Records Request Form

Attachment B - List of Documents Exempt From Public Inspection and Copying  
Outside the Public Records Act

Attachment C - 2009 Fee Schedule

APPROVED BY:

  
\_\_\_\_\_  
City Attorney (ASST)

\_\_\_\_\_  
Date

  
\_\_\_\_\_  
City Clerk

2/4/09  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
City Administrator

2/6/09  
\_\_\_\_\_  
Date



**PUBLIC RECORDS REQUEST**  
(RCW 42.56)

DEPARTMENT: \_\_\_\_\_

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

**IDENTIFICATION/DESCRIPTION OF RECORDS(S) SOUGHT:**

Please be as specific as possible. We will be able to process your request faster if you clearly identify the records you are requesting to review. Note that pursuant to RCW 42.56.520, we have five (5) business days to respond to your request.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<input type="checkbox"/> I wish to have copies made (prepayment may be required).	<input type="checkbox"/> Mail records (prepayment required).
<input type="checkbox"/> I wish to review the records before copies are made.	<input type="checkbox"/> Call me – will pick up records.

I certify that any lists of individuals obtained through this request will not be used for commercial purposes (RCW 42.56.070(9)).

Signature: \_\_\_\_\_

**FOR DEPARTMENT USE ONLY:**

Date Received: \_\_\_\_\_ Staff: \_\_\_\_\_

Date Completed: \_\_\_\_\_ Staff: \_\_\_\_\_

Copies Provided:  Yes  No Total: \$ \_\_\_\_\_

Request Denied:  Yes  No Reason: \_\_\_\_\_

Comments: \_\_\_\_\_

**SUBMIT COMPLETED FORM TO:** City Clerk's Office  
5<sup>th</sup> Floor City Hall  
808 W. Spokane Falls Blvd.  
Spokane, WA 99201  
(509) 625-6350  
FAX: (509) 625-6217

List of Documents Exempt From Public Inspection and Copying  
Outside the Public Records Act

Washington State Statutes

<u>Citation</u>	<u>Records</u>
RCW 2.64.111	Documents regarding discipline/retirement of judges
RCW 2.64.113	Confidentiality - violations
RCW 4.24.550	Information on sex offenders to public
RCW 5.60.060	Privileged communications, including attorney-client privilege
RCW 5.60.070	Court-ordered mediation records
RCW 7.68.140	Victims' compensation claims
RCW 7.69A.030(4)	Child victims and witnesses – protection of identity
RCW 7.69A.050	Rights of child victims and witnesses – addresses
RCW 7.75.050	Records of Dispute Resolution Centers
RCW 9.51.050	Disclosing transaction of grand jury
RCW 9.51.060	Disclosure of grand jury deposition
RCW 9.02.100	Reproductive privacy
RCW 9A.82.170	Financial institution records – wrongful disclosure
RCW 10.27.090	Grand jury testimony/evidence
RCW 10.27.160	Grand jury reports – release to public only by judicial order
RCW 10.29.030	Organized crime special inquiry judge
RCW 10.29.090	Records of special inquiry judge proceedings
RCW 10.52.100	Records identifying child victim of sexual assault
RCW 10.77.210	Records of persons committed for criminal insanity
RCW 10.97.040	Criminal history information released must include disposition
RCW 10.97.050	Conviction and criminal history information
RCW 10.97.060	Deletion of certain criminal history record information, conditions
RCW 10.97.070	Disclosure of identity of suspect to victim
RCW 10.97.080	Inspection of criminal record by subject
RCW 13.32A.090	Crisis residential centers notice to parent about child
RCW 13.34.115	Court dependency proceedings
RCW 13.40.217	Juveniles adjudicated of sex offenses – release of information
RCW 13.50.010	Maintenance of and access to juvenile records
RCW 13.50.050	Juvenile offenders
RCW 13.50.100	Juvenile/children records not relating to offenses
RCW 13.60.020	Missing children information
RCW 13.70.090	Citizen juvenile review board – confidentiality
RCW 18.04.405	Confidentiality of information gained by CPA
RCW 18.19.060	Notification to clients by counselors
RCW 18.19.180	Confidential communications with counselors
RCW 19.215.020	Destruction of personal health and financial information
RCW 19.34.240(3)	Private digital signature keys

RCW 19.215.030	Compliance with federal rules
RCW 26.04.175	Name and address of domestic violence victim in marriage records
RCW 26.12.170	Reports of child abuse/neglect with courts
RCW 26.23.050	Child support orders
RCW 26.23.120	Child support records
RCW 26.26.041	Uniform Parentage Act – protection of participants
RCW 26.26.450	Confidentiality of genetic testing
RCW 26.33.330	Sealed court adoption records
RCW 26.33.340	Agency adoption records
RCW 26.33.343	Access to adoption records by confidential intermediary
RCW 26.33.345	Release of name of court for adoption or relinquishment
RCW 26.33.380	Adoption – identity of birth parents confidential
RCW 26.44.010	Privacy of reports on child abuse and neglect
RCW 26.44.020(19)	Unfounded allegations of child abuse or neglect
RCW 26.44.030	Reports of child abuse/neglect
RCW 26.44.125	Right to review and amend abuse finding – confidentiality
RCW 27.53.070	Records identifying the location of archaeological sites
RCW 29A.08.720	Voter registration records – place of registration confidential
RCW 29A.08.710	Voter registration records – certain information exempt
Chapter 40.14 RCW	Preservation and destruction of public records
RCW 42.23.070(4)	Municipal officer disclosure of confidential information prohibited
RCW 42.41.030(7)	Identity of local government whistleblower
RCW 42.41.045	Non-disclosure of protected information (whistleblower)
RCW 42.56.230	Personal Information
RCW 42.56.240	Investigative, law enforcement, and crime victims
RCW 42.56.250	Employment and licensing
RCW 42.56.260	Real estate appraisals
RCW 42.56.270	Financial, commercial and proprietary information
RCW 42.56.280	Preliminary drafts, notes, recommendations, inter-agency memorandum
RCW 42.56.290	Agency part of controversy
RCW 42.56.300	Archaeological sites
RCW 42.56.310	Library records
RCW 42.56.320	Education materials
RCW 42.56.330	Public utilities and transportation
RCW 42.56.335	Public utility districts and municipally owned electrical utilities -
	Restrictions of access by law enforcement
RCW 42.56.340	Timeshare, condominium, etc. owner lists
RCW 42.56.350	Health professionals
RCW 42.56.360	Health care
RCW 42.56.370	Domestic violence program, rape crisis center clients
RCW 42.56.380	Agriculture and livestock
RCW 42.56.390	Emergency or transitional housing
RCW 42.56.400	Insurance and financial institutions

RCW 42.56.403	Property and casualty insurance statements of actuarial opinion
RCW 42.56.410	Employment security department records, certain purposes
RCW 42.56.420	Security
RCW 42.56.430	Fish and wildlife
RCW 42.56.440	Veteran's discharge papers – Exceptions
RCW 42.56.450	Check cashers and sellers licensing applications
RCW 42.56.460	Fireworks
RCW 42.56.470	Correctional industries workers
RCW 42.56.480	Inactive programs
RCW 46.52.080	Traffic accident reports – confidentiality
RCW 46.52.083	Traffic accident reports – available to interested parties
RCW 46.52.120	Traffic crimes and infractions – confidential use by police and courts
RCW 46.52.130(2)	Abstract of driving record
RCW 48.62.101	Local government insurance transactions – access to information
RCW 50.13.060	Access to employment security records by local government agencies
RCW 50.13.100	Disclosure of non-identifiable information or with consent
RCW 51.28.070	Worker's compensation records
RCW 51.36.060	Physician information on injured workers
RCW 60.70.040	No duty to disclose record of common law lien
RCW 68.50.105	Autopsy reports
RCW 68.50.320	Dental identification records – available to law enforcement agencies
Chapter 70.02 RCW	Medical records – access and disclosure – entire chapter (HC providers)
RCW 70.05.170	Child mortality reviews by local health departments
RCW 70.24.022	Public health agency information regarding sexually transmitted disease investigations - confidential
RCW 70.24.024	Transcripts and records of hearings regarding sexually transmitted diseases
RCW 70.24.105	HIV/STD records
RCW 70.28.020	Local health department TB records – confidential
RCW 70.48.100	Jail records and booking photos
RCW 70.58.055	Birth certificates – certain information confidential
RCW 70.58.104	Vital records, research confidentiality safeguards
RCW 70.96A.150	Alcohol and drug abuse treatment programs
RCW 70.123.075	Client records of domestic violence programs
RCW 70.125.065	Records of rape crisis centers in discovery
RCW 71.05.390	Information about mental health consumers
RCW 71.05.395	Ch. 70.02 RCW applies to mental health records
RCW 71.05.400	Information to next of kin or representative
RCW 71.05.425	Notice of release or transfer of committed person after offense dismissal

RCW 71.05.427	Information that can be released
RCW 71.05.430	Statistical data
RCW 71.05.440	Penalties for unauthorized release of information
RCW 71.05.445	Release of mental health information to Department of Corrections
RCW 71.05.620	Authorization requirements and access to court records
RCW 71.05.630	Release of mental health treatment records
RCW 71.05.640	Access to treatment records
RCW 71.05.650	Accounting of disclosures
RCW 71.24.035(5)(g)	Mental health information system – state, county and regional support networks – confidentiality of client records
RCW 71.34.200	Mental health treatment of minors – records confidential
RCW 71.34.210	Court records for minors related to mental health treatment
RCW 71.34.225	Release of mental health services information
RCW 71A.14.070	Records regarding developmental disability – confidentiality
RCW 72.09.345	Notice to public about sex offenders
RCW 72.09.585(3)	Disclosure of inmate records to local agencies – confidentiality
RCW 74.04.060	Applicants and recipients of public assistance
RCW 74.04.520	Food stamp program confidentiality
RCW 74.09.900	Medical assistance
RCW 74.13.121	Financial information of adoptive parents
RCW 74.13.280	Children in out-of-home placements - confidentiality
RCW 74.20.280	Child support enforcement – local agency cooperation, information
RCW 74.34.095	Abuse of vulnerable adults - confidentiality of investigations and reports
RCW 82.32.330	Disclosure of tax information
RCW 84.36.389	Confidential income data in property tax records held by assessor
RCW 84.40.020	Confidential income data supplied to assessor regarding real property

## Selected Federal Confidentiality Statutes and Rules

20 USC § 1232g	Family Education Rights and Privacy Act
42 USC 290dd-2	Confidentiality of Substance Abuse Records
42 USC 405(c)(2)(vii)(I)	Limits on Use and Disclosure of Social Security Numbers.
42 USC 654(26)	State Plans for Child Support
42 USC 671(a)(8)	State Plans for Foster Care and Adoption Assistance
42 USC 1396a(7)	State Plans for Medical Assistance
7 CFR 272.1(c)	Food Stamp Applicants and Recipients
34 CFR 361.38	State Vocational Rehabilitation Services Programs
42 CFR Part 2 (2.1 - 2.67)	Confidentiality of Alcohol and Drug Abuse Patient Records
42 CFR 431.300 - 307	Safeguarding Information on Applicants and Recipients of Medical Assistance
42 CFR 483.420	Client Protections for Intermediate Care Facilities for the Mentally Retarded
42 CFR 5106a(b)(2)(A)	Grants to States for Child Abuse and Neglect Prevention and Treatment Programs
45 CFR 160-164	HIPAA Privacy Rule

<b>CITY OF SPOKANE</b> <b>PUBLIC RECORD REQUESTS</b> <b>*BASIC FEE SCHEDULE</b> (effective February 1, 2009)	
Review of requested records	No Charge
Letter or legal size	No Charge for 10 pages or less \$0.50 per page if request is for 11 pages or more
Actual charge	If materials need to be copied by an outside source or by the City of Spokane's reprographic division, the requestor pays the actual amount invoiced to the City by the Vendor
Postage	Actual postage costs
Engineering Services / Building Services Standard Size Plan (24" x 36" sheet)	\$2.00 per plan sheet
Color copies: Letter/Legal-sized 11" x 17" size	\$1.07 per page \$1.32 per page
Audio/Visual copies: Audio tapes CD/DVD's	\$15.00 per tape \$15.00 per CD/DVD
NOTE: Fees may be charged above the basic fee schedule if a department has determined specific charges for a particular record.  *Municipal Court, Police Department and Spokane Public Library are not covered under this cost schedule.	

**CITY OF SPOKANE  
PUBLIC RECORD REQUESTS  
\*BASIC FEE SCHEDULE  
(effective February 1, 2009)**

**CALCULATION OF ACTUAL PER PAGE COSTS**

Reprographics Charges \$0.03/page  
(wages, paper, toner and photocopier lease)

Copy Charges \$0.498 per minute

2009 Clerk III Wages / Benefits	
Wages	\$42,148.00
Benefits	<u>\$20,049.00</u>
	<u>\$62,197.00</u>

2080 work hours per year = 124,800 minutes per year

\$62,197.00 divided by 124,800 = \$0.498 per minute

**Average Copy Times**

Average copy time for first page is three (3) minutes.

Average copy time for subsequent pages is one (1) minute.

**Actual Costs**

Actual costs for first page is \$1.58

Actual costs for subsequent pages is \$0.528 per page.