

**CITY OF PULLMAN  
PUBLIC RECORDS FEE SCHEDULE  
Effective January 1, 2018**

**City Clerk/All Departments**

Standard Photocopies (legal/letter)	\$0.15/page
Photocopies – Large format B/W	\$0.50/sq. foot
Photocopies – Large format Color	\$0.75/sq. foot
Scanned copies – all formats	\$0.10/page**
Electronic transmittal of records	\$0.10 per gigabyte, or fraction thereof, for electronic transmittal
CD	\$1.00 each***
Thumb Drive	\$5.00 each***
Reproduction of CD/DVD	\$5.00 per copy
Ordinance or Resolution*, first copy	No charge
Agenda Packet*, first copy	No charge

1. The City may require a requestor to enter into a written Alternative Fee Agreement for voluminous records requests or frequently occurring requests from the same person that require staff and resources beyond what is normally available to the City for public records requests. The customized service charge is in addition to the fees set forth above and may include reimbursement for the actual costs of providing the records.
2. The City may assess a customized IT Service Charge if:
  - a) Fulfilling the request requires use of information technology resources to identify, locate, format, or translate a record, data compilation or to provide electronic access services;
  - b) The City shall provide the requestor an estimate of the customized service charge and must not charge more than the actual costs of providing customized access services.
3. The City may waive any fee whenever it deems necessary or appropriate.
4. The City may require a deposit equal to 10% of estimated cost of producing all requested records.
5. Charges may be combined if more than one type of charge applies.

**Public Works/Planning**

Publications:

Zoning Code (Pullman City Code Title 17 - complete)* - print	\$25.00
Zoning Code (individual chapters, or portions thereof)* - print	\$0.15/page
Comprehensive Plan* - print	\$15.00
College Hill Core Neighborhood Plan	\$10.10

Standard Prints:

Small (24"x36") B/W print	\$3.00
Large (36"x42") B/W print	\$5.50
Small (24"x36") color print	\$4.50
Large (36"x42") color print	\$8.25

Non-standard prints will be charged per square foot, as listed under City Clerk/All Departments (above), or actual reproduction cost if they must be copied by an outside source.

Photos:

Per square foot, as listed under City Clerk/All Departments (above), or actual reproduction cost if they must be copied by an outside source.

**Police Department**

Patrol car video on DVD, per DVD	\$1.00
Digital Photographs on CD, per CD	\$1.50***
Traffic Accident Report, per report	\$5.00
Photos	\$1.00/page of 4 color photos
Police Department Annual Report	
First copy	No charge
Additional copies	\$5.00 ea.

\* Agendas, Minutes and certain other City records are available at no cost on the City's website [www.pullman-wa.gov](http://www.pullman-wa.gov). The City will not charge for any record routinely posted on its website unless requestor asks for copies through other means.

\*\* Plus electronic transmittal fees if applicable.

\*\*\* Plus scanned copies fee.