

PUBLIC RECORDS METRIC GUIDANCE

METRIC 15

Total expenses recovered by the agency from requesters for fulfilling public records requests, including any customized charges

[RCW 42.14.026\(5\)\(o\)](#)

To respond to this metric, agencies will need to provide:

- Total amount of expenses recovered during the reporting period from requesters for fulfilling public records requests.
- Of the recovered expenses reported, total expenses recovered through customized service charges used during the reporting period. For more information related to customized service charges, please refer to [RCW 42.56.120\(3\)](#).
- Agencies will also need to describe customized service charges implemented.
- Examples of expenses that may be recovered include:
 - Physical copies (e.g., photocopies or printed copies See RCW 42.56.120(2)(b)(i))
 - Scanned copies (See RCW 42.56.120 (2)(b)(ii))
 - Electronic files or other on-line delivery (See RCW 42.56.120(2)(b)(iii))
 - Transmission using agency equipment to send electronically (See RCW 42.56.120(2)(b)(iv))
 - Digital storage media, including delivery (See RCW 42.56.120(2)(b)(v))
 - Flat fee charged by agency (See RCW 42.56.120(2)(d))