



## **Public Records Request Fees**

Payments must be made by cash, money order or check payable to Metro Parks Tacoma

- Printed paper copies (black and white) \$0.10 per page
  - There may be additional charges for rush orders, special mailings or oversized materials. If you would like a cost estimate before processing, please include that with your initial request.
- Mailing costs – At cost
- CD/DVD Discs/Thumb Drives – At Cost

### **Large requests may require:**

- A deposit of 10% of the estimated cost of copies before they are made
- That staff provide copies in installments
- Advance payment before providing further installments

We may require a deposit equal to 10% of the estimated cost prior to duplication of records. In the event we require a deposit, we will notify you. If the duplication and deposit fees equal less than the amount you deposit, we will return the difference to you.

### **In person at Metro Parks Tacoma**

- There is no fee for inspecting public records.
- You must arrange for an inspection time in advance.
- Inspections must take place between 8 a.m. and noon, and 1 to 4 p.m. weekdays, except state-recognized holidays
- After inspection, you can ask staff to make copies. Staff can send the copies electronically or make paper copies.

The fee schedule is maintained by the Public Records Officer and updated administratively as costs change. All payments shall be made by cash, money order, or check payable to Metro Parks.

### **Questions:**

Jennifer Bowman, [jenniferb@tacomaparks.com](mailto:jenniferb@tacomaparks.com), (253) 305-1091