Fee Schedule for Copies of Port of Grays Harbor Records

Per state law, the port does not charge for locating a public record or for making records available for review or inspection. The port may charge for copying and sending public records pursuant to the Public Records Act, Chapter RCW 42.56.

- The charge for standard black-and-white photocopies is fifteen cents ($.15) per page. If the port has to pay an outside firm for duplicating records in non-routine formats such as photographs, blueprints or tape recordings, the actual cost will be passed along to the requestor.

- The charge to scan a paper copy of a record into electronic format is ten cents ($.10) per page.

- The charge to send files or attachments for electronic delivery is five cents ($.05) per 4 files or attachments.

- The charge for electronic records transmission is 10 cents ($.10) per gigabyte.

- The port may also charge actual costs for long distance facsimile transmissions and/or mailing, including the cost of postage and the shipping container.

- The Port is not required to copy records at its own facilities and may determine to use a commercial copying center. The Port will bill the requestor for the amount charged by the vendor.

- An estimate of the copy costs will be provided to the requestor so that they have the opportunity to decline having the copies produced. Before beginning to copy records, a deposit of up to ten percent of the estimated cost of copying will be required if it exceeds twenty-five dollars ($25.00). The Public Records Officer may also require 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.

Payment may be made by cash, check or money order to the Port of Grays Harbor.

The Public Records Officer has the discretion to waive charges for small requests, or for individuals or government agencies doing business with the port if the Public Records Officer determines that this action is in the best interest of the port.