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3 AN ORDINANCE relating to fees to be charged the
4 public for providing copies of records in the custody
of King County, adding new sections to K.C.C. 2.12.

5 BE IT ORDAINED BY THE COUNCIL OF KING COUNTY:

6 SECTION 1. NEW SECTION. A new section is added to K.C.C. 2.12 which
7 reads as follows:

8 It is hereby established to be a policy of the King County Council
9 that agencies may impose a reasonable charge for providing copies of public
10 records and for the use by any person of agency equipment to copy public
11 records, which charges shall not exceed the amount necessary to reimburse
12 the agency for its actual costs incident to such copying.

13 For the purposes of this ordinance agency shall mean any County board,
14 commission, committee, department, division, bureau or officer.

15 SECTION 2. NEW SECTION. A new section is added to K.C.C. 2.12 which
16 reads as follows:

17 No agency which issues certified copies shall refuse a request for
18 non-certified copies.

19 SECTION 3. NEW SECTION. A new section is added to K.C.C. 2.12 which
20 reads as follows:

21 Copy Fees. No agency shall charge fees other than those provided below
22 for non-certified copies:

23 a) Class I - Eight and one-half inches by fourteen inches or smaller
24 copies produced on Xerox, dry film printer or other
25 similar copy machine determined by the Manager - Records
26 and Election Division to have roughly equivalent costs;
27 for the first page twenty-five cents; for each additional
28 page fifteen cents.

29 b) Class II - Eight and one-half inches by fourteen inches or smaller
30 copies produced on photostat or similar machine
31 determined by the Manager - Records and Election
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1 Division to have roughly equivalent costs; for the first
2 page two dollars; for each additional page one dollar.

3 c) Class III - Diazo duplicates of microfiche; for the first fiche
4 twenty-five cents; for each additional fiche fifteen
5 cents.

6 d) Class IV - Opaque ozalid process or similar copies determined by
7 the Manager - Records and Election Division to have
8 equivalent costs; ten cents per running foot or fraction
9 up to forty-two inches wide.

10 e) Class V - In cases where the Manager - Records and Election
11 Division deems self-service by the public to be feasible,
12 a coin box operated machine may be installed to provide
13 copies at ten cents each.

14 SECTION 4. NEW SECTION. A new section is added to K.C.C. 2.12 which
15 reads as follows:

16 a) Copies shall be provided while the requestor waits if reproduction
17 facilities exist in the immediate area and no special machine warm-up or
18 set-up is required.

19 b) When special machine warm-up or set-up or a trip outside the
20 immediate area is required, the copies shall be run in conjunction with
21 regular agency work and provided by the end of the following business day.

22 c) When a requestor has an urgent need for a copy requiring special
23 machine warm-up or set-up or a trip outside the immediate area, he may be
24 granted priority service for an additional fee of one dollar if this can be
25 accomplished without disrupting essential functions.

26 d) When a requestor asks that copies be mailed, a fee of fifty cents
27 for the first ounce and ten cents for each additional ounce shall be imposed.
28 This fee may be waived if mailing is done for the convenience of the county.

29 SECTION 5. NEW SECTION. A new section is added to K.C.C. 2.12 which
30 reads as follows:

31 The Manager - Records and Election Division shall have authority to
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1 make exceptions to the above fee schedule where required in special circum-
2 stances in order that the fees charged shall reflect actual costs to the
3 County.

4 SECTION 6. NEW SECTION. A new section is added to K.C.C. 2.12 which
5 reads as follows:

6 Prior to November 1st of each year the Manager - Records and Election
7 Division shall submit to the Clerk of the Council a schedule of fees designed
8 to reflect actual cost to the County for the following calendar year. Unless
9 amended by the Council prior to January 1st, the revised fee schedule shall
10 become effective on January 1st of each year, and shall repeal previous fee
11 schedules. If no revision is submitted prior to November 1st, the current
12 fee schedule shall be extended for an additional calendar year.

13 INTRODUCED AND READ for the first time this 4th day of
14 September, 1973.

15 PASSED this 1st day of October, 1973.

16 KING COUNTY COUNCIL
17 KING COUNTY, WASHINGTON

18 John T. O'Brien
19 Chairman
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21 ATTEST:

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23 Dorothy M. Amundson
24 ACTING CLERK OF THE COUNCIL

25 APPROVED this 3d day of October, 1973.

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27 John A. Fallman
28 King County Executive
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