

October 8, 1996

Introduced By: LARRY GOSSETT

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Proposed No.: 96-336

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ORDINANCE NO. 12485

AN ORDINANCE relating to copying fees for official records and public documents, bringing King County into conformance with the requirements of RCW 42.17, and amending Ordinance 3606, Section 6, as amended, and K.C.C. 2.12.110.

BE IT ORDAINED BY THE COUNCIL OF KING COUNTY:

SECTION 1. Ordinance 3606, Section 6, as amended, and K.C.C. 2.12.110 are hereby amended as follows:

Copy Fees. A. Official County Records. Charges for paper copies of official county records shall be in accordance with fees set forth in applicable chapters of the RCW.

B. Public Records. 1. Certified copies. Eight and one-half inches by fourteen inches or smaller; for the first page two dollars and for each additional page one dollar.

2. Non-certified copies. a. ~~((Class I: . Eight and one-half inches by fourteen inches or smaller produced on Xerox, dry film printer or other similar copy machine determined by the manager of the records and elections division to have roughly equivalent costs for the first page fifty cents; for each additional page twenty five cent;))~~
By policy King County's rates for all paper copies shall be as set forth in RCW 42.17.260.(8), for copies, eight and one-half inches by fourteen inches or smaller.

1 b. (~~Class II: . Eight and one half inches by fourteen~~
 2 ~~inches or smaller produced on Photostat or similar machine~~
 3 ~~determined by the manager of the records and election~~
 4 ~~division to have roughly equivalent costs for the first page~~
 5 ~~two dollars; for each additional page one dollar;~~

6 e. ~~Class III: Diazo duplicates of microfiche; for the~~
 7 ~~first fiche fifty cents; for each additional fiche twenty~~
 8 ~~five cents.~~

9 d. ~~Class IV: Opaque ozalid process or similar copies~~
 10 ~~determined by the manager of the records and elections~~
 11 ~~division to have equivalent costs; fifty cents per running~~
 12 ~~foot or fraction up to forty two inches wide.~~

13 e. ~~Class V: In cases where the manager of the records~~
 14 ~~and election division deems self service by the public to be~~
 15 ~~feasible, a coinbox operated machine may be installed to~~
 16 ~~provide copies at the lowest possible cost;~~

17 f. ~~Class VI: Paper copies of microfilm records from~~
 18 ~~roll film or microfiche and produced by Bell and Howell,~~
 19 ~~Kodak, 3 M or similar copy processes for the first page of~~
 20 ~~each record, fifty cents; for each additional page, twenty~~
 21 ~~five cents;~~

22 g. ~~Class VII: Bulk rates for multiple copies (in~~
 23 ~~excess of ten to twenty five) and/or documents shall reflect~~
 24 ~~actual costs.~~

25 h. ~~Class VIII: Voter registration files.~~

26 (1.) ~~Printouts \$125.00 base file processing~~
 27 ~~charge plus:~~

28 (a.) ~~One part paper 35¢ per precinct~~

29 (b.) ~~Two part Paper 50¢ per precinct~~

30 (c.) ~~Four part Paper 65¢ per precinct~~

1 ~~(2.) Name and address labels \$125.00 base file~~
 2 ~~processing charge plus:~~

3 ~~\$1.75 per precinct (systems services~~
 4 ~~supplied)~~

5 ~~(3.) Standard magnetic tape (1600 BPI minimum)~~
 6 ~~\$125.00 base file charge plus:~~

7 ~~15¢ per precinct~~

8 ~~(4.) Certify tape no base processing charge~~
 9 ~~plus:~~

10 ~~\$10.00 per reel~~

11 ~~(5.) System services supplies magnetic tape~~

12 ~~\$25.00 certified check per reel loaned~~

13 ~~i. Class IX: department of public safety:~~

14 ~~Case reports: Six dollars per request for each report~~
 15 ~~requested by members of the public up to 20 pages, .25 for~~
 16 ~~each additional page.~~

17 ~~Record checks: Ten dollars per request for each request for~~
 18 ~~members of the public.~~

19 ~~Fingerprinting: Five dollars for an original card, two~~
 20 ~~dollars for each additional card for the same person.))~~

21 Any exceptions to the rate charged for paper copies shall be
 22 done by the Executive or his/her designee, in accordance with
 23 RCW 42.17.260. Prior to the implementation of any rate
 24 exception the rate and rate analysis shall be approved by
 25 ordinance by the Council.

26 NEW SECTION. SECTION 3. A new section is hereby added
 27 to K.C.C. 2.12.110 to read as follows:

28 The Executive or his/her designee shall, within one
 29 hundred days, establish a policy relating to electronic
 30 copies of official county records. This policy shall

1 consider making kiosks available for King County citizens who
2 don't have another means of access to computer technology.

3 NEW SECTION. SECTION 4. A new section is hereby added
4 to K.C.C. 2.12.110 to read as follows:

5 Archives and Records Management shall be charged with
6 the task of coordinating a Records Retention and Public
7 Disclosure Manual. This manual shall include identifying and
8 describing each county agency's record retention schedules
9 and public disclosure designation. Upon its completion, this
10 manual shall be made available by electronic means and in
11 paper form.

12 INTRODUCED AND READ for the first time this 8th
13 day of April, 1996.

14 PASSED by a vote of 13 to 0 this 14th day of
15 October, 1996.

16 KING COUNTY COUNCIL
17 KING COUNTY, WASHINGTON

18 June Hogue
19 Chair

20 ATTEST:

21 June Masno
22 DEPUTY Clerk of the Council

23 APPROVED this 25th day of October, 1996.

24 Ray Locke
25 King County Executive

26 Attachments: