Fee Schedule

SRTC does not charge for locating public records or making records available for inspection. Under state law, SRTC may charge certain fees for providing copies of public records. These fees may include paper or electronic copies, scanning paper records into electronic format, electronic delivery, digital storage media, postage or delivery, mailing supplies, and copies made by an outside vendor when necessary. If an outside vendor is used, the requestor is responsible for the actual cost charged to SRTC. For small requests, SRTC may charge a flat fee of up to $2 instead of itemizing costs and may waive fees when appropriate. A deposit may be required. The fees listed below are authorized by RCW 42.56.120.

Spokane Regional Transportation Council Public Record Act Fee Schedule	
Inspection	
Inspection of agency records on the agency's public website or by scheduled appointment at the agency office.	No fee
Accessing or downloading records the agency routinely posts on its public website, unless the requestor asks that the records be provided by another method (the copy charges below then apply).	No fee
Copies	
Paper copies (photocopies or printing electronic records), B & W or color. 8x11; 8x14; 11x17	15 cents per page
Scanned records (converting a paper record to an electronic format).	10 cents per page
Records uploaded to email, a cloud-based data storage service, or other electronic delivery method.	5 cents per four electronic files or attachments
Electronic transmission of records, including the use of agency equipment to send records electronically.	10 cents per gigabyte for transmission of records in an electronic format
Digital storage media or device used for delivery of records: • CD • DVD • Thumb Drive • Other	Actual cost
Label, case, and/or sleeve for CD/DVD	Actual cost
Postage or delivery charges (based on the actual postage or delivery cost for the specific mailing or delivery used)	Actual cost
Copy charges listed above may be combined if more than one type of charge applies to a records request.	
Records Copied by Outside Source(s)	
If requested records must be copied by an outside vendor, the requestor will pay the actual amount invoiced to SRTC.	Actual cost
Customized Service Charge	
Customized electronic records services requiring specialized IT expertise. The requestor will be notified of the estimated cost before the work begins and may revise the request to reduce or avoid the charge.	Actual cost

This fee schedule was approved and adopted by the SRTC Board of Directors on 11/12/2026.

Examples:

Installment contains	200 scanned pages x 10 cents per page	$20.00	
	40 electronic files / 4 = 10 x 5 cents	$0.50	
	50 MB		$0.00
	USPS Flat Rate Envelope		$12.90 +
		Total:	**$33.40**

Installment contains	80 scanned pages x 10 cents per page	$8.00	
	16 electronic files / 4 = 4 x 5 cents		$0.20
	1.2 GB transmitted electronically x 10 cents per GB		$0.12
	No postage (records delivered electronically)		$0.00 +
		Total:	**$8.32**

Small request containing	8 electronic files / 4 = 2 x 5 cents		$0.10
	15 scanned pages x 10 cents per page		$1.50 +
		~~**Total:**~~	~~**$1.60**~~
	SRTC to charge optional flat fee		**$2.00**

Customized Service Charge	IT services required to prepare a customized electronic compilation (per written estimate)		$85.00
	40 electronic files / 4 = 10 x 5 cents		$0.50 +
		Total:	**$85.50**

Example only. A customized service charge may be assessed only when SRTC determines that responding to a request requires the use of information technology expertise to prepare or provide electronic records in a customized manner that is not used for other agency purposes, consistent with RCW 42.56.120.