

Highline Public Schools
Public Records Request Fee Schedule
For Billing Estimate
Effective July 27, 2017

MRTERNNY Anonymous Reference Number P000421-112122 Dated 11/21/2022

Actual cost	Customized service charge (in addition to fees for copies—see below)		
Copies			
15 cents/page	Photocopies, printed copies of electronic records when requested by the requestor, or for the use of district equipment to make photocopies	24	\$3.60
10 cents/page	Scanned records, or use of agency equipment for scanning		
5 cents/each 4 electronic files or attachments	Records uploaded to email, or cloud-based data storage service, or other means of electronic delivery		
10 cents/gigabyte	Records transmitted in electronic format or for use of district equipment to send records electronically		
Actual cost	Digital storage media or devices	1 CD	\$1.50
Actual cost	Any container or envelope used to mail copies		
Actual cost	Postage or delivery charges	1 Envelope	\$1.50
	Total Estimated Costs		\$6.60

Make your check payable to: Highline Public Schools. In the subject line add Public Records Request and the Reference Number. Mail to 15675 Ambaum Blvd. SW, Burien, WA 98166. If paying by bank card, please contact our Finance Technician at 206-631-3206. Prior arrangements should be made for all cash transactions.

If you have questions, contact the Public Records Officer at 206-631-3170

Revised July 26, 2017