



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

Anonymous P000419-111422 Dated 12/8/2022 Invoice Option 2 – Upload to CD

Actual cost	Customized service charge (in addition to fees for copies—see below)		
<b>Copies</b>			
15 cents/page	Photocopies, printed copies of electronic records when requested by the requestor, or for the use of district equipment to make photocopies		
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 <b>THIS IS NOT ELECTRONIC DELIVERY BUT DELIVERY BY USMAIL ON CD - THIS CHARGE IS DUPLICATE</b>	99	<del>\$1.20</del>
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		\$1.50
Actual cost	Any container or envelope used to mail copies		
Actual cost	Postage or delivery charges		\$1.50
	<b>Total Estimated Costs</b>		<del>\$4.20</del>

**PAID: \$3.00 12-9-22**

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**