

# Office of the City Clerk

## Rule 2017-01

Effective date: March 1, 2017

Supercedes: Rule 2009-01

### Subject: Fees charged by the Office of the City Clerk

#### Purpose

To set policies and adopt a fee schedule for fees charged by the Office of the City Clerk.

#### Background

The Office of the City Clerk charges fees for copies and services in order to recoup costs. Rule 2017-01 sets out the Office's fee policies and adopts a single fee schedule that includes fees charged by the Office.

#### References

Seattle City Charter, Article XXII, Section 3, Books and records; inspection; certified copies; fees

Seattle Municipal Code 3.104.010, Fees for copies

Seattle Municipal Code 3.121.020 Charge for dishonored check to other departments.

Seattle Ordinance 117244, providing for a voluntary program of registration of domestic partnerships with the Office of the City Clerk, for the issuance by the Office of the City Clerk of "Certificates of Registration of Domestic Partnership, and establishing filing fees in connection therewith.

Washington Administrative Code 44-14-070, Costs of providing copies of public records

Washington Administrative Code 44-14-07003, Charges for electronic records

Washington Administrative Code 44-14-07005, Waiver of copying charges

#### Rule 2017-01:

##### A. FEES ARE CHARGED

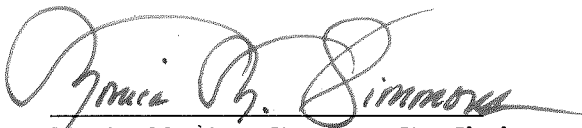
1. The Office of the City Clerk (OCC) charges fees for copies of records in the custody of the OCC and Seattle Municipal Archives (SMA), including the Photo Archives.
2. Fees apply regardless of who makes and/or provides the copy or image.

##### B. ALL CUSTOMERS REQUIRED TO PAY

1. All customers are charged the same fees, with certain exceptions for City staff obtaining copies or images for official City business. These exceptions are noted on the fee schedule.
2. For the purpose of applying this policy, contractors and/or consultants working for the city are not considered City staff and are not exempt from paying fees for which City staff are exempt.
3. OCC may require payment in advance of delivering copies or images.

C. FEE SCHEDULE

1. The OCC maintains a schedule of fees charged for reproductions and other services, called the "Fee Schedule."
2. The Fee Schedule is reviewed and updated as needed.
3. The Fee Schedule is adopted as an Administrative Rule, pursuant to SMC 3.02.030.
4. The Fee Schedule is posted on the OCC and SMA websites and at the OCC Service Desk and the OCC Research Room on Floor 3 of City Hall.

  
Monica Martinez Simmons, City Clerk

3-17-17  
Date

**Information Services and Seattle Municipal Archives Fee Schedule, Rule 2017-01**

Note 1: Under Rule 2017-01, Fees for Reproduction of Records are waived for City staff on official City business. Contractor and/or consultants working for the City are not exempt and must pay in full.

Note 2: Digital delivery of electronic records via email, FTP, or our website(s) is free of charge.

We offer USB drives for \$8.

Note 3: The fee schedule for Public Records Requests can be found [here](#).

**A. Paper Records – (No fee for fewer than 10 pages)**

Photocopies of paper records	\$.15 per page/side
Scanned pdfs of paper records	\$.15 per page/side
Digital delivery of existing electronic record or scan	No fee

**B. Microfiche Records – (No fee for fewer than 25 pages)**

Scanned pdfs* or paper copies	\$.15 per page/side
Digital delivery of existing electronic records or scan	No fee

(\*microfiche scans can be created on-site by customers, there is no fee for this option.

USB drives are available for \$8, see section J of this Rule)

**C. Photograph Records**

High resolution image file (TIFF) of photographic print, negative, or slide	\$8.00 per scan
Digital reproduction of fragile or oversize documents, photographs, maps, or drawings	\$20.00 plus vendor costs, if applicable
Digital delivery of existing image file	No fee

**D. Video Recordings of Council meetings and public hearings**

Analog to digital	\$10.00
Digital delivery of existing file	No fee

**E. Audio Recordings of Council meetings and hearings**

Analog to digital	\$10.00 per event recorded
Digital delivery of existing file	No fee