

City Clerk's Rule

Public Records Requests Fees

The City Clerk issues the following rule pursuant to RCW 42.56.120 (2)(b) and Section 5.0 of the City of Everett's Public Records Act Compliance Policy Number 100-16-08.

When a requestor asks the City to convert an electronic record from a native format to a different format (i.e. email messages from ".msg" into ".pdf"), and the City has the ability to make this conversion, the City shall charge an hourly fee. The fee schedule for converting public records requests will be maintained by the City Clerk and updated administratively.

Conversion charge (changing format for electronic documents)	\$30 per hour (typically, the city can convert 20 emails per hour with attachments)
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Explanation:

The PRA requires agencies to convert electronic files from native format to the requester's preferred format when it is reasonable and practical to do so. The PRA also allows agencies to charge actual copy costs, which includes the actual cost plus labor for converting files from one format to another.

The conversion of emails from native format to PDF format is particularly time-consuming because emails with attachments must be converted one at a time, and the attachments must be renamed to ensure they remain associated with the email.


The City conducted a time/cost study for converting a large number of emails, many of which had attachments, from native format to PDF format. The results of the study showed that the City was able to convert 20 emails with attachments per hour, or 3 minutes per email.

Therefore, the City adopts the following costs for conversion of public records in different electronic formats pursuant to the authority under RCW 42.56.120 (2)(b) and Section 5.0 of the City of Everett's Public Records Act Compliance Policy. These charges shall go into effect immediately and apply to all pending Public Records Act requests. To determine the conversion fee, the employee making the conversion shall track the actual time it takes to convert the records.


Finance Director Approval


Date


City Clerk Approval


Date