

DEVELOPMENTAL DISABILITIES ADMINISTRATION
Olympia, Washington

TITLE: FEES CHARGED FOR PUBLIC RECORDS REQUESTS 13.02

Authority: [RCW 42.56.120](#) *Charges for copying*
[WAC 388-01-080](#) *Does DSHS charge for inspecting or providing public records?*

Reference: [DSHS Administrative Policy 5.02](#) Public Records Requests
DSHS Public Records Act Billing Procedure

PURPOSE

The purpose of this policy is to establish a process for DDA staff to charge fees for providing public records to a requester as part of a public records request under Chapter 42.56 RCW.

SCOPE

This policy applies to the DDA Headquarters Public Disclosure Unit and Public Records Coordinators.

DEFINITIONS

Agency Records Request Tracking System or **ARRTS** means the DSHS-wide system DDA uses to track public records requests and legal discovery.

Installment means a collection of records, in whole or in part, ready to send to a requester.

Public records coordinator or **PRC** means a DDA employee who processes public records requests.

POLICY

- A. As permitted under [RCW 42.56.120](#), DDA may charge for providing copies of public records when responding to a public records request.

- B. Fees are charged in accordance with the DSHS Public Records Act Billing Procedure and Fee Schedule. To see the current DSHS fee schedule, see *Charges for Copying* on DSHS's [How to Request Public Records](#) website.

PROCEDURES

- A. DDA adheres to the DSHS Public Records Act Billing Procedure. Please refer to this document for the general billing procedures that DDA public records coordinators are expected to follow.
- B. To charge fees for the records, DDA Headquarters must send the requester a billing letter including standard DSHS language regarding the requester's options for receiving records and the information below.

Please send a check or money order made payable to DSHS for the total of \$ _____ along with a copy of this letter to:

ATTN: Fiscal
DSHS - Developmental Disabilities Administration
PO BOX 45600
OLYMPIA WA 98504-5600

After receipt of payment, DDA will send you the records within ten business days. If we do not receive payment by _____, we will understand you no longer request to receive these records and DDA will close the request.

Copy to: ALTSA Accounting Manager and DDA Public Disclosure

- C. In ARRTS, the employee must:
1. Upload a copy of the letter in the *Documents* area;
 2. Note in the *Comments* area "Billing Letter sent–waiting for payment."; and
 3. Create a payment due task for tracking receipt of payment or non-payment.
- D. After completing tasks in ARRTS, the employee must notify the PRCs who are still producing records by sending an email that states "Waiting for payment."
- E. If payment is not received by requested date, contact ALTSA Accounting at 360-725-3242 and ask if payment has been received.
- F. If payment has been received:
1. Note in the ARRTS *Comments* area "Payment received.";

2. Notify the PRCs who are still producing records by sending an email and state "Payment received.";
 3. Close the payment due task in ARRTS with the relevant information; and
 4. Records must be sent to the requester no more than fourteen calendar days after the payment is received.
- G. If payment has not been received:
1. Note in the ARRTS *Comments* area "Payment not received.";
 2. Notify the PRCs who are still producing records by sending an email and state "No payment received. Please close your tasks."; and
 3. Close request in ARRTS as abandoned.

EXCEPTION

Any exception to this policy must have the prior written approval of the Deputy Assistant Secretary or designee.

SUPERSESSION

None.

Approved:



Deputy Assistant Secretary
Developmental Disabilities Administration

Date: June 1, 2024