

**RESOLUTION NO. 25-282  
CITY OF LIBERTY LAKE  
SPOKANE COUNTY, WASHINGTON**

**A RESOLUTION OF THE CITY OF LIBERTY LAKE, WASHINGTON,  
ADOPTING A FEE SCHEDULE FOR STAFF TIME ASSOCIATED  
WITH RESPONDING TO REQUESTS FOR PUBLIC RECORDS**

**WHEREAS**, Chapter 8 of the City of Liberty Lake Municipal Code contains the policy and procedures regarding requests for public records of the City of Liberty Lake (“City”); and

**WHEREAS**, citizens are able to inspect City records and access many City records online, both at no cost; and

**WHEREAS**, the City recognizes that the cost of providing public records is a growing expense for taxpayers; and

**WHEREAS**, RCW 42.56 allows agencies to be reimbursed for the cost of providing copies of public records; and

**WHEREAS**, establishing a fee schedule to capture actual costs of providing public records would be unduly burdensome to City staff; and

**WHEREAS**, it is not the intent of the policy to recover 100% of costs associated with providing public records; and

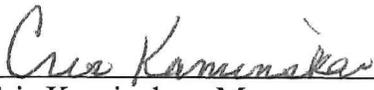
**WHEREAS**, RCW 42.56.120 allows for agencies to adopt statutory default charges for providing electronic public records; and

**WHEREAS**, the City of Liberty Lake Police Department has reviewed the City of Spokane body camera video redaction cost study completed in 2023 and have determined it to be an appropriate basis for which to recover the cost of providing these records in accordance with RCW 42.56.240(14); and

**WHEREAS**, RCW 42.56.070(7) requires a public hearing be held prior to adoption of a fee schedule related to the cost of providing public records which was held on December 2, 2025.

**NOW THEREFORE**, BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF LIBERTY LAKE, WASHINGTON AS FOLLOWS:

**Section 1.** The following fee schedule is established for providing public records, effective January 1, 2026

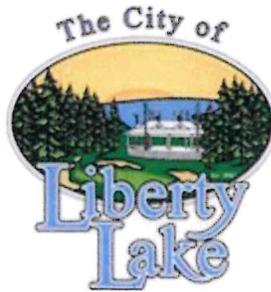
  
Cris Kaminskas, Mayor

**ATTEST:**

  
City Clerk, Rochelle Caton

**APPROVED AS TO FORM:**

  
City Attorney, Sean P. Boutz



## PUBLIC RECORDS FEE SCHEDULE

Service	Unit	Fee
In-person inspection at City Hall	N/A	No Fee
Records on City website	N/A	No Fee
Paper copies 11"x17" or smaller	per side of paper, black & white	\$0.15
Paper copies 11"x17" or smaller	per side of paper, color	\$0.50
Paper copies larger than 11"x17"	N/A	actual cost
Electronic copies (files/attachments)	per four (4) items	\$0.05
Electronic copies (large files transfers)	per one (1) gigabyte	\$0.10
Digital storage media device	N/A	actual cost
Copies from outside vendor	N/A	actual cost
Electronic copies (scanned documents)	per page	\$0.10
Body worn camera footage	per minute	\$0.76

**Notes:**

- The City Clerk, or department head responsible for providing the public records, may provide copies of public records at no charge to individuals or government agencies doing business with the City, if it is determined such action is in the best interest of the City.
- The City will charge all requestors requesting body worn camera footage except those listed in RCW 42.56.240(e)(i) for the time it takes the City to redact the footage (RCW 42.56.240(14)(f)(1)). These charges are based on the 2019 and 2023 City of Spokane cost studies that established an average per-minute cost to the City and estimates redaction times for all types of footage requested.