

Office of the City Clerk

Rule 2017-01

Effective date: April 6th, 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

Date