WASHINGTON
COURTS

ADMINISTRATIVE OFFICE OF THE COURTS

Callie T. Dietz
State Court Administrator

November 14, 2017

TO: Members of the JISC Data Dissemination Committee

FROM: Ramsey Radwan

RE: DATA REQUEST FEES

AOC recently reviewed the process and the fees being charged for data requests. Two things were noted during this review. First, the amount charged for data requests has not been reviewed for several years and needs to be adjusted in order for AOC to recover its costs. Second, the review revealed that data requests are being completed by two separate and distinct groups within AOC: the Data Warehouse and the Washington State Center for Court Research (WSCCR).

In order to meet increased public demand for both court warehouse data and court research data, we will implement two separate data request forms that set forth the appropriate cost recovery fees for the specific request being made.

Data requests completed by Data Warehouse staff will have a minimum charge of $129, up from the current minimum charge of $85. The new charges combine one hour of the average cost of data warehouse staff at $55, a flat administrative fee of $50 based on the average cost of administrative staff functions, and a minimum of 2 minutes of central processing unit (CPU) time at $12 per minute based on the actual cost AOC pays ($11.52 per minute of CPU use). Additional costs will be recovered when the data request requires one or more of the following:

- Additional hours for data warehouse staff.
- Additional work from AOC data reporting staff.
- An increased number of CPU minutes.

Data requests completed by WSCCR staff will have a minimum charge of $131. Current research requests are either not charged or are billed as data warehouse requests. The new charges combine one hour of the average cost of research staff time at $57, a flat administrative fee of $50 based on the average cost of administrative staff functions, and a minimum of 2 minutes of CPU time at $12 per minute based on the actual cost AOC pays ($11.52 per minute of CPU use). Additional costs will be recovered when the research request requires:

- Additional hours of research staff time.
- An increased number of CPU minutes.

I have attached the updated data request forms for your review.

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