**Section 500.280 Copying of Records; Fees**

a) In accordance with Section 500.285, unless a fee is otherwise fixed by statute, OSAD will provide copies of records and certifications of records in accordance with the fee schedule set forth in Appendix A.

b) *In calculating its actual cost for reproducing records or for the use of the equipment of OSAD to reproduce records, OSAD will not include the costs of any search for and review of the records or other personnel costs associated with reproducing the records.* (Section 6(b) of FOIA)

c) In order to expedite the copying of records that OSAD cannot copy, due to the volume of the request or the operational needs of OSAD, in the timelines established in Section 500.240, the requester may provide, at the requester's expense, the copy machine, all necessary materials, and the labor to copy the public records at OSAD headquarters in Section 500.275, or at another location agreed to by both OSAD and the requester. No original record shall be removed from State-controlled premises except under constant supervision of OSAD.

d) Copies of records will be provided to the requester only upon payment of any fees due. *OSAD may charge the requester for the actual cost of purchasing the recording medium, whether disc, diskette, tape, or other medium, but OSAD will not charge the requester for the costs of any search for and review of the records or other personnel costs associated with reproducing the records.* (Section 6(a) of FOIA) Payment must be by check or money order sent to OSAD, payable to "Treasurer, State of Illinois".

e) If a contractor is used to inspect or copy records, the following procedures shall apply:

1) The requester, rather than OSAD, must contract with the contractor;

2) The requester is responsible for all fees charged by the contractor;

3) The requester must notify OSAD of the contractor to be used prior to the scheduled on-site inspection or copying;

4) Only OSAD personnel may provide records to the contractor;

5) OSAD must have verification that the requester has paid OSAD, if payment is due, for the copying of the records before providing the records to the contractor; and

6) The requester must provide to OSAD the contractor's written agreement to hold the records secure and to copy the records only for the purpose stated by the requester.