**Section 526.160 Fee Schedule for Copies of Records**

a) When charged. The Office of the Lieutenant Governor shall charge fees according to the schedule provided in this Section to reimburse its actual cost for reproducing and certifying public records and for the use, by any person, of the equipment of the Lieutenant Governor's Office to copy records. Fees shall not be charged, however, if the Lieutenant Governor determines that waiver or reduction of the fee is in the public interest because furnishing information can be considered as primarily benefiting the general public. The Lieutenant Governor's determination shall ordinarily not be made unless the service to be performed will be of benefit primarily to the public as opposed to the requester, or unless the requester is an indigent individual.

b) Copies. For copies of documents (maximum of two copies will be supplied), $1 per copy page. For electronic copies of any audio or video recordings, $5 per CD or DVD.

c) Certification. For certification of true copies, each, $1.00.

d) Notice of anticipated fees in excess of $25. When it is anticipated that fees chargeable under this Section will amount to more than $25, and the requester has not indicated in advance his/her willingness to pay fees as high as are anticipated, the requester shall be notified of the amount of the anticipated fee or the portion of the fee that can readily be estimated. In such cases, a request will not be deemed to have been received until the requester is notified of the anticipated cost and agrees to bear it. The notification shall offer the requester the opportunity to confer with office personnel with the object of reformulating the request so as to meet his/her needs at lower cost.

e) Form of payment. Payment shall be made by check or money order payable to the State of Illinois.

f) Advance deposit. When the anticipated fee chargeable under this Section exceeds $25, an advance deposit of 25% of the anticipated fee or $25, whichever is greater, may be required before the material will be reproduced. When a requester previously failed to pay a fee under this Section, an advance deposit of the full amount of the anticipated fee may be required.

(Source: Amended at 32 Ill. Reg. 13210, effective August 1, 2008)