**Section 751.100 Copies of Public Records**

a) Copies of public records shall be provided to the requestor only upon payment of any charges which are due.

b) Fees

1) Charge for copies of public records shall be assessed in accordance with the following fee schedule for duplication of public records:

|  |  |  |
| --- | --- | --- |
| Type of Duplication |  | Per Copy Charge |
| Paper copystandard size 8½" x 11" and legal size 8½" x 14" |  | $.25 per copy (reduced to $.15 per copy if the request is in the public interest in accordance with Section 751.100(c)(2)) |
| Electronic Copy  |  | Assessed based upon the actual cost of reproduction |

2) Some records possessed by the Department are in book or pamphlet form. A charge may be assessed for those materials based upon the cost incurred by the Department for those materials.

c) Waived or Reduced Charges

1) Charges shall be waived if the requestor is a State agency, a constitutional officer, or a member of the General Assembly, or if the response is fewer than 10 pages in its original format.

2) Charges shall be reduced if:

A) the requestor states the specific purpose for the request; and

B) the requestor indicates that a reduction of the fees is in the public interest. A reduction of fees *is in the public interest if the principal purpose of the request is to access and disseminate information regarding the health, safety and welfare or the legal rights of the general public and is not for the principal purpose of personal or commercial benefit* [5 ILCS 140/6(b)]*.*

(Source: Amended at 32 Ill. Reg. 8911, effective June 6, 2008)