**Section 775.110 Reasonable Fees for Records**

a) The Department will charge the following fees to defray actual cost of copying materials:

1) Original Documents

|  |  |  |
| --- | --- | --- |
| A) | 8½ X 11, one side | 10¢ per copy |
|  |  |  |
| B) | 8½ X 14, one side | 10¢ per copy |
|  |  |  |
| C) | 8½ X 11, two sides | 20¢ per copy |
|  |  |  |
| D) | 8½ X 14, two sides | 20¢ per copy |
|  |  |  |
| E) | oversize or undersize | 20¢ per copy |
|  | materials which will |  |
|  | not fit document handler |  |
|  |  |  |
| F) | non-print materials | These materials will be copied |
|  | (audio tapes, video- | by commercial firms, since the |
|  | tapes, film, etc.) | Department has no equipment |
|  |  | for copying them. Charges will |
|  |  | be paid directly to the firms by |
|  |  | persons requesting copies and |
|  |  | will vary according to the length |
|  |  | and type of materials copied. |
|  |  |  |
| G) | special binders or | Actual cost. |
|  | dividers when required |  |

2) Computer Printouts

|  |  |  |
| --- | --- | --- |
| A) | standard printouts | $4.10 per hundred pages |
|  |  |  |
| B) | computer labels | $4.10 per thousand |

b) When, in the judgment of the Freedom of Information Officer, supplying the materials requested is substantially in the public interest, the materials shall be furnished without charge or for a reduced fee.

c) The Department may utilize the services of a commercial firm to copy materials requested. The person making the request shall be responsible for paying the commercial firm.

(Source: Former Section 775.110 renumbered to Section 775.120, new Section 775.110 renumbered from former Section 775.100 and amended at 8 Ill. Reg. 17275, effective September 21, 1984)