**Section 1350.330 Fees for Information**

a) The Department will furnish, with no copying charge assessed, copies of the Department's adopted rules (General Rules, Hearing Rules, Internal Rules and Americans with Disabilities Act Grievance Procedure); instant and on-line game rules; promotion rules; *a brief description of the Department, including its purpose, structure, office locations, budget, advisory board membership, procedure for requesting information, and record reproduction fees; a list of the categories of records maintained by the Department* (Section 4 of the FOIA); and information printed by the Department expressly for public dissemination, such as the history of the Lottery, lists of prior winning numbers and agency brochures. Requestors may, however, be asked to furnish a self-addressed stamped envelope to receive these items by mail.

b) Fees for reproduction of other records of the Department will be assessed in accordance with Section 6(a) of the FOIA and a schedule of fees will be available in each of the Department's administrative and regional offices as required by Section 4 of the FOIA. Fees must be received prior to release of the records, and if fees are not received by the Department within 60 days of notification of the amount due, the request shall be considered withdrawn. Payment of fees shall be by check or money order payable to the Department of the Lottery. If the requestor is unwilling or unable to pick up the requested records at one of the Department's administrative or regional offices, the requestor shall bear mailing or shipping costs.

c) Fees assessed for reproduction of records may be reduced or waived if the requestor satisfies the criteria set forth in Section 6(b) of the FOIA.