**Section 1828.305 Requests for Public Records To Be Used for Commercial Purposes**

a) The Agency *shall respond to a request for records to be used for a commercial purpose within 21 working days after receipt. The response shall:*

1) *Provide to the requester an estimate of the time required by the* Agency *to provide the records requested and an estimate of the fees to be charged, which the* Agency *may require the person to pay in full before copying the requested documents;*

2) *Deny the request pursuant to one or more of the exemptions set out in* Section 1828.202 of this Part;

3) *Notify the requester that the request is unduly burdensome and extend an opportunity to the requester to attempt to reduce the request to manageable proportions; or*

4) *Provide the records requested.*

b) *Unless the records are exempt from disclosure,* the Agency *shall comply with a request within a reasonable period considering the size and complexity of the request, and giving priority to records requested for non-commercial purposes.*

c) *It is a violation of* FOIA *for a person to knowingly obtain a public record for a commercial purpose without disclosing that it is for a commercial purpose, if requested to do so by the* Agency*.* (Section 3.1 of FOIA)

(Source: Added at 34 Ill. Reg. 9028, effective June 22, 2010)