**Section 190.210 Reimbursement for Financial Records**

a) A credit union shall be reimbursed for costs that are reasonably necessary (including but not limited to personnel costs, reproduction costs and transportation costs) and that have been incurred in searching for, reproducing and transporting books, papers, records or other data of a member required or requested to be produced by a credit union pursuant to a lawful subpoena, summons, warrant or court order.

b) Reimbursement shall be made in accordance with the following rates:

1) Personnel costs incurred in locating, retrieving, reproducing and preparing financial records shall be reimbursed at the rate of $20 per hours per person.

2) Reproduction costs incurred in making photocopies of documents shall be reimbursed at 30 cents per exposure. Reproductions of microfilm, microfiche, photographs, films and other materials shall be reimbursed at actual cost.

3) Transportation costs incurred in transporting credit union personnel to locate and retrieve material, and to convey the material to the place of examination, shall be reimbursed at the standard mileage rate allowed by the Internal Revenue Service for vehicle expense deductions or, if a mail or courier service is used, at the actual costs of the service.

4) All other costs, including but not limited to telephone calls, telegrams and shipping costs, incurred in searching for, reproducing and transporting data pursuant to a request for financial records, shall be reimbursed at actual costs.

c) The credit union shall provide to the person requesting records an itemized invoice indicating in specific detail the costs for:

1) personnel;

2) reproduction;

3) transportation; and

4) all other cots incurred in searching for, reproducing and transporting data pursuant to a request for financial records.

d) At the credit union's option, it may prepare one or more reasonable estimates of the ultimate reimbursement of costs associated with a search for financial records in the form prescribed in subsection (c) and require one or more partial payments before proceeding with the work of locating and reproducing the requested documents. Delivery of the requested documents may be delayed until final reimbursement of all costs is received.

(Source: Added at 26 Ill. Reg. 17999, effective December 9, 2002)