**Section 625.55 Inspection and/or Copying of Records**

a) All public records in the custody of the Office of the Comptroller, which are subject to inspection pursuant to FOIA, will be made available for inspection during normal hours at the office where those records are maintained. Inspection of public records shall be made under the supervision of the Freedom of Information Officer or his or her designee.

b) Upon inspection, the requestor may segregate those records that he or she wishes to have copied. Whenever copies of public records are requested, those copies shall be made by the Freedom of Information Officer or his or her designee.

c) Copies shall be provided to the requestor only upon payment of any copying fees that are due. Unless waived as provided in subsection (d) of this Section, fees for copies of public records shall be imposed as follows:

 Paper - 35 per page when the page to be copied does not exceed legal size; and $1.00 per page when the page to be copied exceeds legal size.

 Magnetic tape - $25 base charge for each request; $2 per 1,000 records produced, or any part thereof; and $30 for each magnetic tape reel we furnish.

 Personal Computer Diskette - $25 base charge for each request; $2 per 1,000 records produced, or any part thereof; and $1 for each diskette we provide.

 Special Programming Requests - $105 per hour, if special programming is required to produce the report.

d) Payment of fees shall be waived if the requestor is a State agency, a constitutional officer, or a member of the General Assembly. Fees may be waived whenever the Freedom of Information Officer determines that waiver of the fee serves the public interest.

(Source: Amended at 26 Ill. Reg. 133, effective January 15, 2002)