**Section 1270.520 Copies of Public Records**

a) Generally, all copies will be made by Department employees, and copies shall be provided to the requestor only after payment of any applicable copying fees.

b) Fees for copies of public records shall be charged in accordance with a standard fee schedule for copying of public records, as established by the Department. Such fees such shall be reasonably calculated to reimburse actual cost for copying the public records.

c) If it is requested, copies of public records shall be certified as to their authenticity and accuracy. Fees for certification shall be charged in accordance with the standard fee schedule for certification of public records, as established by the Department.

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 or reduced in amount whenever the Freedom of Information Officer determines that such waiver or reduction of fees is in the public interest.