**Section 1875.40 Fee Schedule for Copies of Records**

a) When Charged

The Guardianship and Advocacy Commission shall charge fees according to the schedule provided below to reimburse its actual cost for reproducing and certifying public records and for the use, by any person, of the equipment of the Commission to copy records. The authority to charge reasonably calculated fees for Freedom of Information requests derives from the Freedom of Information Act [5 ILCS 140/6].

b) Copies

1) Original Documents

A) 8½ x 11, one side, 10 cents per copy

B) 8½ x 14, one side, 10 cents per copy

C) 8½ x 11, two sides, 20 cents per copy

D) 8½ x 14, two sides, 20 cents per copy

E) Oversize or undersize materials that do not fit in the document handler − 20 cents per copy

2) Computer printouts

Standard printouts − $4 per hundred pages.

c) Notice of Anticipated Fees in Excess of $25

Where it is anticipated that fees to the requestor will exceed $25, and the requestor has not indicated in advance his or her willingness to pay fees as high as are anticipated, the requestor shall be notified of the amount of the anticipated fee. A request will not be deemed to have been received until the requestor is notified of the anticipated cost and agrees to bear it. The notification shall also offer the requestor the opportunity to confer with office personnel to reformulate the request to meet his or her needs at a lower cost.

d) Form of Payment

Payment shall be made by check or money order payable to the Guardianship and Advocacy Fund.

e) Advance Deposit

Where the anticipated fee exceeds $25, an advance deposit of either 25% of the anticipated fee or $25, whichever is greater, shall be required before the material will be reproduced. Where a requestor previously failed to pay a fee under this Section, an advance deposit of the full amount shall be required.

f) Waiver

Fees shall not be charged if the Guardianship and Advocacy Commission determines that waiver or reduction of the fee is in the public interest and will primarily benefit the general public. Also, fees shall be waived if the requestor is another State agency, a constitutional officer of this State, or is a member of the Illinois General Assembly.

(Source: Added at 24 Ill. Reg. 13637, effective August 22, 2000)