**Section 2251.502 Copying of Records; Fees**

a) In accordance with Section 2251.503 and unless a fee is otherwise fixed by statute, the Board will provide copies of records and certifications of records in accordance with the fee schedule set forth in Appendix A.

b) *In calculating its actual cost for reproducing records or for the use of the equipment of the Board to reproduce records, the Board will not include the costs of any search for and review of the records or other personnel costs associated with reproducing the records.* (Section 6(b) of FOIA)

c) In order to expedite the copying of records that the Board cannot copy, due to the volume of the request or the operational needs of the Board, in the timelines established in Section 2251.401, the requester may provide, at the requester's expense, the copy machine, all necessary materials, and the labor to copy the records at the Board headquarters in the James R. Thompson Center. No original record shall be removed from State-controlled premises except under constant supervision of the Board.

d) Copies of records will be provided to the requester only upon payment of any fees due. *The Board may charge the requester for the actual cost of purchasing the recording medium, whether disc, diskette, tape, or other medium, but the Board will not charge the requester for the costs of any search for and review of the records or other personnel costs associated with reproducing the records.* (Section 6(a) of FOIA)Payment must be by check or money order sent to the Board, payable to "Treasurer, State of Illinois".

e) If a contractor is used to inspect or copy records, the following procedures shall apply:

1) The requester, rather than the Board, must contract with the contractor;

2) The requester is responsible for all fees charged by the contractor;

3) The requester must notify the Board of the contractor to be used prior to the scheduled on-site inspection or copying;

4) Only Board personnel may provide records to the contractor;

5) The Board must have verification that the requester has paid the Board, if payment is due, for the copying of the records before providing the records to the contractor; and

6) The requester must provide to the Board the contractor's written agreement to hold the records secure and to copy the records only for the purpose stated by the requester.

(Source: Amended at 34 Ill. Reg. 10168, effective July 1, 2010)