**Section 2701.19 Response to Request for Public Records**

The Freedom of Information Officer is responsible for responding to all requests for public records. In responding to requests, the Freedom of Information Officer will follow the procedures and time schedules set out in The Freedom of Information Act ("the FOIA") (Illinois Revised Statutes, ch. 116, pars. 201 et seq.). If the Freedom of Information Officer gives notice that the request has been approved, in whole or in part, the officer will state the copying, certification, and postal fees, if any, that the OPC will charge. (The fee schedule is provided in Appendix B to Part 2701.) The documents will be made available after the fees, if any, are paid. If payment is not received within sixty days of the date that the OPC served notice on the requester that fees must be paid, the OPC shall consider the request withdrawn.