

*Evanston/Skokie CC School District 65
1500 McDaniel Avenue
Evanston, IL 60201*

Fee Schedule for Document Production

Paper Copies

Pursuant to the terms of Illinois Freedom of Information Act, the first 50 pages of black and white letter or legal sized copies are provided to the requestor free-of-charge.

Additional letter or legal size pages (black and white or color copies) are provided at a cost of \$.15/page.

Actual reproduction costs will be charged for copies of oversized records.

Electronic Media

Pursuant to the terms of Illinois Freedom of Information Act, the cost of electronic materials, e.g., disks, flash drive, or other electronic medium will be assessed when electronic records are reproduced on these electronic devices.

Record Certification

As allowed by the terms of Illinois Freedom of Information Act, a fee of \$1 will be assessed for certifying a record.

Fees for Responding to a Request for Commercial Purpose

In addition to copying fees, persons making a request for commercial purpose, as defined in FOIA, must pay a fee of \$10 for each hour spent by personnel in searching for and retrieving the record. However, no fees shall be charged for the first 8hours spent by personnel in searching for or retrieving a requested record. The District also charges the actual cost of retrieving and transporting public records from an off-site storage facility when the public records are maintained by a third-party storage facility under contract with the District. Whenever the District charges fees to a requestor making a commercial request, the Freedom of Information Officer shall provide the requestor with an accounting of all fees, costs, and personnel hours in connection with the request for public records.

Fee Waiver

Pursuant to the terms of Illinois Freedom of Information Act, any requests to waive fees for document reproduction shall be sent, in writing, to the Freedom of Information Officer.