

Freedom of Information Act Copy Fee Schedule

The first 50 pages for black and white, letter or legal sized copies (8 ½ x 11 or 11x14), are available free of charge. A fee, which is reasonably calculated to reimburse the District for the actual costs of reproducing and certifying the public records, may be charged for copies exceeding 50 pages. Such fees shall be set by a School Board resolution within the guidelines of the Illinois Freedom of Information Act laws.

The following fees will be charged for copying District records:

8 ½" x 11" size paper	.05¢ per page	(pages 1-50 free)
8 ½" x 14" size paper	.07¢ per page	(pages 1-50 free)
11" x 17" computer printouts requiring reduction and printing on offset press	.07¢ per page	(pages 1-5 free)
CD / DVD	.50¢ per CD / DVD*	

* Fees for electronic media (CDs and DVDs) reflect the actual purchase cost.

If documents are to be sent by U.S. mail, applicable postage fees may be charged for items exceeding the weight of a one ounce first class mailing. Items sent via shipping companies (ex. UPS, Federal Express, etc.) or requiring special handling (overnight, 2nd business day, etc.) will incur a charge of applicable shipping fees.

Revised: July 21, 2011