

FEE SCHEDULE FOR PUBLIC RECORDS

When a person requests a copy of a record maintained in an electronic format, the District shall furnish it in the electronic format specified by the requestor, if feasible. If it is not feasible to furnish the public records in the specified electronic format, then the District shall furnish it in the format in which it is maintained by the District.

Paper Format

The fee schedule for duplication of public records is as follows:

The first fifty (50) pages for black & white, letter or legal-sized copies shall be provided free of charge.

The charge for any additional black & white, letter or legal-sized pages shall be \$0.15 per page.

Other Paper Sizes / Finishes

Copies – color or oversized	Actual cost of reproduction
Plat copies up to 36" x 48" – black & white only (Needs at least two (2) business days notice)	Actual cost of duplicating from Fed/Ex/Kinko's (Approximately \$15.00 per sheet)
Plat copies up to 60" x 60" (Needs at least two (2) business days notice)	Actual cost of duplicating from FedEx/Kinko's (Approximately \$200.00 per sheet)

Recorded Format

Actual cost of the media (i.e. computer media, disks, tapes, flash drive, or other media..)

Certification / Notarizing Documents

The charge for certifying or notarizing records shall be \$1.00 per item, which is *in addition* to the copying fee.

Statutory Fees

Rate authorized by statute, if applicable (i.e. archival retrieval, reconfigure to a different format than what is maintained by District)

Inspection of Records

There will be no fees charged for the visual inspection of records.

Copies will be mailed via certified mail at the current rate of the United States Postal Service. All Fees must be prepaid.

The Plainfield Park District intends to disclose public records in compliance with the Freedom of Information Act (5 ILCS, 140/1, et seq.)