



# Illinois Eastern Community Colleges

## FOIA Fee Schedule

The following fees, associated with FOIA requests, have been established pursuant to the Illinois Freedom of Information Act, 5ILCS 140. **All fees are required to be paid in full prior to release of the information.**

Description	Charge
<b>Copies*</b>	
Up to 50 standard (one-sided B&W letter or legal) pages	No Charge
Pages after 50 standard	\$ .15/each
Pages other than standard	Actual cost
Certified pages	\$ 1.00/each
<b>Medium other than paper (i.e. CD, USB Flash Drive)</b>	Actual cost
<b>Postage and handling</b>	Actual cost
<b>Additional Charges for Commercial Requests Only</b>	
First 8 hours of labor associated with searching for/retrieving records	No Charge
Labor associated with searching for/retrieving records (after the first 8 hours)	\$ 10.00/per Hr.
Labor associated with reviewing documents for redaction	\$ 10.00/per Hr.
<b>Additional Charges for Voluminous Requests of Electronic Records</b>	
Portable Document Format (pdf): up to 80 megabytes	\$ 20.00
Pdf: 81 - 160 megabytes	\$ 40.00
Pdf: more than 160 megabytes	\$100.00
Non-pdf format: up to 2 megabytes	\$ 20.00
Non-pdf format: 3 – 4 megabytes	\$ 40.00
Non-pdf format: more than 4 megabytes	\$100.00

Requests for fee reduction or waiver will be granted when the requester sites (and satisfies) a public purpose as a basis for the request. (Reference Section 6 (c) of Act)

Fees may also be reduced or waived for good cause at the discretion of the FOIA Officer.

Contact the FOIA Officer with any questions or concerns regarding fees:

Tara Buerster, FOIA Officer  
Illinois Eastern Community Colleges  
233 East Chestnut Street  
Olney, IL 62450  
618-393-2982 [buerstert@iecc.edu](mailto:buerstert@iecc.edu)

\*Commercial, recurrent, and voluminous requests: requester will be provided with estimates prior to processing and, at the discretion of the FOIA Officer, may be required to pay in full prior to reproducing the records.