



# Illinois Department of Transportation

## Memorandum

---

To: Studies & Plans Squads PPM 10-02  
From: James N. Fiser Revised: Tim Brandenburg  
Subject: Assessing Fees  
Date: February 21, 1990 Revision Date: October 31, 2003

---

### PLAN PREPARATION MEMORANDUM 10-02

#### BACKGROUND

This memorandum Supercedes Plan Preparation Memorandum 89-212.P dated June 7, 1989.

In keeping with the Freedom of Information Act, we may assess fees to agencies for information furnished to them that can be used in their business. Generally, information received from the Department of Transportation which is considered of benefit to the Department will not have fees assessed. The District Office Services Manager and respective Engineer of Program Development, Project Implementation, Operations, and Local Roads should be consulted prior to assessing fees. "A Guide to the Illinois Freedom of Information Act" from the office of the Illinois Attorney General (<http://www.g.state.il.us/foia/foia.htm>) may also be consulted for assistance.

#### PROCEDURE

Attachment 2 of the Freedom of Information Act Manual is attached with emphasis as follows:

Plan Sheets (24" x 36") paper	\$2.50 each
Plan Sheets (18" x 24") from the Microfilm process	\$2.50 each
Paper copies (not exceeding 8½" x 14")	\$0.10 each

A \$5.00 minimum order is requested.

A letter requesting the Agency furnish a check payable to the "Treasurer of the State of Illinois" to the District Office should be forwarded. The Program Development Executive Secretary has a form letter than can be used for this purpose.

The Office Coordinator should also be furnished a copy of this letter so they can monitor when or if these bills have been paid.

## ATTACHMENT 2

### STANDARD SCALE OF FEES

#### CERTIFICATION

The fee for certifying of copies of \$1.00 per request.

#### FEE SCHEDULE FOR DUPLICATION OF PUBLIC RECORDS

<u>Type of Duplication</u>	<u>Charge</u>
Paper copy from paper original (not exceeding 8½" x 14")	\$ .10
Paper copy from microfilm original (not exceeding 8½" x 14")	\$ .10
Microfilm from microfilm original	\$ 5.78
Computer printout	
Batch processing, per CPU Hour	\$ 615.00
Per tape mount	\$ .95
Paper printout, per 1000 lines	\$ .33
Black and white photograph (8" x 10")	
From negative	\$ 2.15
From photograph	\$ 4.00
Color photograph (8" x 10")	
From negative	\$ 20.85
From photograph	\$ 26.35
Microfiche	
Paper	\$ .08
Film	\$ .75

The fee for a specially made copy not otherwise provided for shall be the actual cost of reproduction.