

DuPAGE WATER COMMISSION

FREEDOM OF INFORMATION ACT

REQUESTS FOR PUBLIC RECORDS: OVERVIEW

The DuPage Water Commission maintains comprehensive Rules and Regulations Implementing the Illinois Freedom of Information Act (the “FOIA Rules”), which provide procedures, instructions, and forms for obtaining Commission public records.

This document provides a brief summary of the Commission's FOIA Rules.

All requests to inspect, copy, or certify public records must be submitted to the Commission in writing. The Commission encourages Requestors to submit their requests on the convenient form provided by the Commission, which is available at the Commission's headquarters and on the Commission's website. The Commission will review all written requests in any form. The Commission will respond to each written request to inspect, copy, or certify public records in a manner consistent with the Illinois Freedom of Information Act.

Copies of public records will be provided upon payment of a copying fee, if applicable, as provided in Section IV of the FOIA Rules and partially summarized below. If requested, copies of public records will be mailed after the Commission receives payment of the actual cost of postage and copying. In addition, each Requestor of a request made for commercial purposes may have to pay the following specified search and retrieval fees and costs.

Requests and other communications regarding Commission records relating to a request to inspect, copy, or certify public records, all requests for copies of the FOIA Rules, and all requests for any other information relating to the Commission's implementation of the Illinois Freedom of Information Act must be directed to:

Freedom of Information Officer
DuPage Water Commission
DuPage Pumping Station
600 East Butterfield Road
Elmhurst, Illinois 60126 4642
Phone: (630) 834-0100
Facsimile: (630) 834-0120
E-mail: FOIAofficer@dpwc.org

Unless fees are waived or reduced under to Subsection IV.C of the FOIA Rules, each Requestor must pay the following fees for copying, certification, mailing and, in the case of requests made for commercial purposes, searching and retrieval of public records:

1.	Copies – 8½"x 11" or 8½" x 14", Black and White	
	First 50 pages	Free
	Additional pages	\$0.15 per side
2.	Copies – 24" x 36", Blueline	\$0.85 per side
3.	Certification	\$1.00 per record, plus copy cost
4.	Mailing	Cost of postage

If the requested records are of a type not listed above, or when the services of an outside vendor are required to copy any public record that are not 8 1/2 x 11 or 8 1/2 x 14, Black and White, then the fees charged for copying the records will be the actual charges incurred by the Commission, and the fees stated in items 1 through 4 above will not apply. The fees stated in items 1 through 4 above will also not apply if the fee for the requested records is otherwise fixed by statute. If the requested records are produced on an electronic medium, then the Requestor must pay the actual cost of the medium.

In addition, each Requestor of a request made for commercial purposes must pay the following fees for each hour spent by personnel in searching for and retrieving a requested record:

First Eight Hours	Free
Each Additional Hour	\$10.00 per hour

If the requested record is maintained by a third-party storage company under contract with the Commission, then the Requestor of a request made for commercial purposes must also pay the actual cost of retrieving and transporting the requested record from the off-site storage facility. The Commission will provide each Requestor of a request made for commercial purposes with an accounting of all fees, costs, and personnel hours in connection with the request.

The foregoing information is provided pursuant to Section 4(b) of the Illinois Freedom of Information Act, 5 ILCS 140/4(b).
