

MILTON TOWNSHIP

FEE SCHEDULE AND POLICY FOR DUPLICATION OF RECORDS

Copies of Records

- For black and white, letter or legal sized copies (8 1/2 x 11 or 11 x 17), the first 50 pages are free and any additional pages will cost 15 cents a page. For abnormal size copies, the Township will charge the actual cost of copying. There will be a fee for electronic copies, but only for the actual cost of the recording medium.

Certification of Copies of Records

- The fee for each certification in writing with seal of office is \$1.00.

Delivery of Copies and Payment of Copy Fee

- The Freedom of Information Officer will notify those requesting copies of records when the copies are ready and the amount of the copy fee. Copies shall be picked up at the Town Hall, 1492 N. Main Street, Wheaton, Illinois. Payment of the copy fee is due when the copies are picked up. Checks shall be made payable to **Milton Township**. Payment may be made by cash in the exact amount of the fee due.