**Section 351.500 Inspection of Records at Commission Offices**

a) Unless otherwise agreed, the inspection of records shall take place at the office of the Freedom of Information Officer during normal working hours. For purposes of convenience, either the Commission or the requestor may request that inspection take place in another Commission office location.

b) Documents which the requestor wishes to have copied shall be segregated during the course of the inspection. Generally, all copying shall be done by Commission employees.

c) An employee of the Commission may be present throughout the inspection. A requestor may be prohibited from bringing bags, brief cases or other containers into the inspection room.

(Source: transferred from 2 Ill. Adm. Code 301 (State's Attorneys Appellate Service Commission to 2 Ill. Adm. Code 351 Office of the State's Attorneys Appellate Prosecutor pursuant to Section 5-80(d) of the Illinois Administrative Procedure Act (Ill. Rev. Stat. 1991, ch. 127, par. 1005-80(d)) and the State's Attorneys Appellate Prosecutor's Act (Ill. Rev. Stat. 1991, ch. 14, par. 201 et seq.) at 10 Ill. Reg. 1664)