**Section 551.40 Availability of Records**

a) Records of the Secretary of State's Office, its departments, committees, and subdivisions, unless otherwise exempt pursuant to statute, shall be available for inspection in the City of Springfield between the hours of 8:30 a.m. and 4:30 p.m., Monday through Friday, except during official State holidays.

b) Records will be inspected in the Reference Reading Room of the State Library, 300 South Second Street, second floor, City of Springfield, or at the State of Illinois Center, 100 West Randolph Street, fifth floor, City of Chicago, unless the Secretary of State or a Department Director who has custody of the required record determines that the bulk, daily government use, size, nature, or computerization of a record requires the requestor to inspect the record within the Department maintaining the record.

(Source: Amended at 14 Ill. Reg. 13852, effective August 15, 1990)