**Section 951.20 Availability of Public Records**

Public records maintained by the Department may be made available to the public upon submission of a written request in accordance with Section 951.30 of this Part. Upon the Department's determination to comply with the request in whole or in part, the requested records may either be made available for inspection pursuant to Section 951.70 of this Part, or copies of the requested records may be furnished for a fee as set forth in Section 951.60 of this Part. The records will not be transmitted by electronic means such as fax or e-mail. A categorical index of the public records maintained by the Department is available for inspection and copying in the Department's Springfield and Chicago Offices, or may be viewed on the Department's website at www.ins.state.il.us. The Department's Springfield Office is located at 320 West Washington Street, 4th Floor, Springfield, Illinois 62767-0001. The Department's Chicago Office is located at James R. Thompson Center, 100 West Randolph Street, Suite 15-100, Chicago, Illinois 60601-3251.

(Source: Amended at 26 Ill. Reg. 18276, effective December 16, 2002)