**Section 951.70 Inspection of Public Records**

a) Generally, public records may be made available for inspection at the Department's Springfield Office between the hours of 10:00 a.m. and 3:00 p.m.

b) Requesters must contact the FOIA Officer to schedule an appointment to inspect the requested records.

c) An employee of the Department may be present throughout the inspection. A requestor may be prohibited from bringing bags, briefcases or other containers into the inspection rooms.

d) Documents which the requester wishes to have copied shall be segregated during the course of the inspection. Generally, all copying shall be done by Department employees.

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