**Section 1101.450 Inspection of Records at Department Offices**

a) Generally, public records will be made available for inspection between 8:30 and 5:00, Monday through Friday, at 201 South Grand Avenue East, Springfield, Illinois, 62763-0001. For purposes of convenience, the Department may request that inspection take place in another Department 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 Department employees.

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

(Source: Amended at 25 Ill. Reg. 674, effective January 1, 2001)