**Section 1400.400 Inspection of Records at Department Offices**

a) Public records will be made available for inspection at the Department's Chicago and Springfield offices between the hours of 8:30 a.m. and 5:00 p.m., Monday through Friday, except State holidays.

b) Files shall be reviewed and exempt or confidential information shall be deleted by the FOI Officer or their designee before a requestor is permitted access to the records.

c) The requestor shall arrange a time and place with the Department to review records.

d) Documents that the requestor wishes to have copied shall be segregated during the course of the inspection. All copying will be done by Department employees.

e) A requestor shall not be permitted to take a brief case, folder or other similar materials or pens into the room in which the inspection will take place. A requestor will be permitted to take pencil and paper into the room while inspecting public records.

f) An employee of the Department may be present throughout the inspection.

g) The requestor may not remove records from the Department offices except those copies produced and paid for (if applicable per Section 410 of this Part) during the requestor's inspection of the files.