**Section 2301.510 Inspection of Records at Agency Offices**

a) Generally, public records will be made available for inspection during normal working hours of the Agency at its Springfield or Chicago office, by prior arrangement.

b) Documents which the requestor wishes to have copied shall be segregated during the course of the inspection. Generally, copying shall be done by Agency employees.

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