**Section 3300.260 Inspection of Public Records at Commission Office**

a) Public records will be made available for requestor’s inspection at the Commission’s office in Springfield during normal working hours.

b) A space will be provided in which the requestor may inspect public records and an employee of the Commission may be present throughout the inspection.

c) A requestor shall not be permitted to take a briefcase, folder or other similar materials or pens into the room in which the inspection will take place.

d) A requestor will be permitted to take pencil and paper into the room while inspecting public records.

e) Documents that the requestor wishes to have copied shall be segregated during the course of the inspection. Commission employees will do all copying.