**Section 5001.500 Inspection of Records**

a) For purposes of this Subpart E, "records" includes public records other than materials incorporated by reference in the administrative rules of the State Board of Education.

b) Unless otherwise approved by the Agency, records will be made available for inspection during normal working hours of the Agency.

c) Documents that the requester wishes to have copied shall be segregated during the course of the inspection. Unless otherwise approved by the Agency, all copying shall be done by Agency employees.

d) The inspection of records shall take place at the location within the office designated by the FIO.

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

(Source: Amended at 29 Ill. Reg. 8503, effective June 2, 2005)