**Section 500.275 Inspection of Records**

a) OSAD may make available records for personal inspection at OSAD's headquarters office located at 400 W. Monroe St., Suite 202, Springfield IL 62705-5240, or at another location agreed to by both OSAD and the requester. No original record shall be removed from State-controlled premises except under constant supervision of OSAD responsible for maintaining the record. OSAD may provide records in duplicate forms, including, but not limited to, paper copies, data processing printouts, videotape, microfilm, audio tape, reel to reel microfilm, photographs, computer disks and diazo.

b) *When a person requests a copy of a record maintained in an electronic format, OSAD shall furnish it in the electronic format specified by the requester, if feasible. If it is not feasible to furnish the records in the specified electronic format, then OSAD shall furnish it in the format in which it is maintained by OSAD, or in paper format at the option of the requester.*  (Section 6(a) of FOIA)

c) A requester may inspect records by appointment only, scheduled subject to space availability. OSAD will schedule inspection appointments to take place during normal business hours, which are 8:30 a.m. to 4:30 p.m. Monday through Friday, exclusive of State holidays. If the requester must cancel the viewing appointment, the requester shall so inform OSAD as soon as possible before the appointment.

d) In order to maintain routine Agency operations, the requester may be asked to leave the inspection area for a specified period of time.

e) The requester will have access only to the designated inspection area.

f) Requesters shall not be permitted to take briefcases, folders or similar materials into the room where the inspection takes place. An Agency employee may be present during the inspection.

g) The requester shall segregate and identify the documents to be copied during the course of the inspection.