**Section 526.140 Response to Request**

a) Granted request. The Public Information Officer shall notify the requester in writing as to where and when the record may be inspected and copied, if desired, and of any applicable fees.

1) Public records that are the subjects of an approved request may be inspected at the following locations and times unless otherwise notified:

|  |  |  |
| --- | --- | --- |
| Location |  | Times |
| 100 W. Randolph  Suite 15-200  Chicago IL 60601 |  | 9:00 a.m. 5:00 p.m.  Mondays thru Fridays except State Holidays |
|  | |
|  |

2) Persons whose request for inspection of public records has been approved may copy any portion of the requested records. However, records shall not be removed by the person from the premises where they are being inspected. Further, this office may but is not required to provide copying equipment for use by any person inspecting public records.

3) Persons may request copies of public records that will be provided by this office upon payment of copying fees as established under these rules. Certified copies of records may be requested for an additional fee as established by Section 526.160.

4) Any copies of public records provided by this office may be picked up at the locations and times specified in subsection (a)(1) unless otherwise notified.

b) Delayed request. When the Office of the Lieutenant Governor determines that unusual circumstances exist that call for an extension of time pursuant to Section 3(d) of the Act, the Public Information Officer shall, within the 7 day period, notify the requester in writing about the delay, the reason for the delay and the approximate date that either compliance or denial can be expected.

c) Denied request. The Public Information Officer shall notify the requester in writing, in the manner provided in Section 9(a) and (b) of the Act, when a record may not be inspected or copied.

d) Record cannot be located. If a requested record cannot be located from the information supplied or is known to have been destroyed or otherwise disposed of or does not exist, the requester shall be so notified by the Public Information Officer. (See Section 526.120(c).)

(Source: Amended at 32 Ill. Reg. 13210, effective August 1, 2008)