**Section 576.320 Inspection of Public Records**

a) All public records in the custody of the Springfield, Chicago or Carbondale office or any regional office of the Attorney General, which are subject to inspection pursuant to FOIA, will be made available for inspection during normal office hours at the office where those records are maintained or at another office agreed to by both the Office of the Attorney General and the requester by appointment only, scheduled subject to space and time availability. No original record shall be removed from the Office of the Attorney General. In order to maintain routine Office operations, the requester will have access only to the designated inspection area. Inspection of public records shall be made under the supervision of the FOI Officer or his or her designee.

b) Documents which the requester wishes to have copied shall be segregated during the course of the inspection. Generally, all copying shall be done by employees of the Office of the Attorney General.

c) An Office of the Attorney General employee shall be present throughout the inspection.