**Section 1176.400 Inspection of Records at Department Offices**

a) Generally, public records will be made available for inspection during normal working hours of the Department at the Office of Press/Communications, 100 South Grand Avenue East, 3rd Floor, Springfield, Illinois 62762. For purposes of convenience, the Department may request that inspection take place in another Department office location.

b) Documents that the requestor wishes to have copied shall be segregated during the course of the inspection. Generally, all copying shall be done by Department employees.

c) An employee of DHS shall be present throughout the inspection. The requestor shall be prohibited from bringing bags, briefcases or other containers into the inspection room.

(Source: Amended at 24 Ill. Reg. 13658, effective August 24, 2000)