**Section 1326.510 Inspection of Records**

a) The Department may make available public records for personal inspection at either of the Department's offices, as noted in Section 1326.310(c). A requester may inspect public records by appointment only. The Department will schedule inspection appointments between 9:00 a.m. and 4:00 p.m. Monday through Friday, exclusive of State holidays. No original record shall be removed from State-controlled premises. The Department may provide records in duplicate forms, including, but not limited to, paper copies, data processing printouts and any type of recording medium used by the Department.

b) *When a person requests a copy of a record maintained in an electronic format, the* Department *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 the* Department *shall furnish it in the format in which it is maintained by the* Department*, or in paper format at the option of the requester.* (See Section 6(a) of FOIA)

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

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

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

f) The requester shall segregate and identify the documents to be copied during the course of the inspection. Inspections will be subject to all Section 7 and 7.5 FOIA exemptions prior to inspection.

(Source: Amended at 43 Ill. Reg. 14647, effective December 20, 2019)