**Section 1828.601 Inspection of Public Records at the Agency**

a) Public records may be made available for personal inspection at the Agency's headquarters office located at 1021 North Grand Avenue East, Springfield, Illinois or may be provided 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. No original record shall be removed from State-controlled premises except under constant supervision of Agency staff.

b) The Agency will provide public records in requested formats or media only if the public records are kept in those formats or media at Agency headquarters. *When a person requests a copy of a record maintained in an electronic format, the* Agency *shall furnish it in the electronic format specified by the requester, if feasible. If it is not feasible to furnish the public records in the specified electronic format, then the* Agency *shall furnish it in the format in which it is maintained by the* Agency, *or in paper format at the option of the requester.* (Section 6(a) of FOIA)

c) A requester may inspect public records at the Agency's headquarters by appointment only, scheduled subject to space availability. The Agency will schedule inspection appointments to take place during normal business hours, which are 8:30 AM to 5:00 PM Monday through Friday, exclusive of State holidays. If the requester must cancel the viewing appointment, the requester shall so inform the Agency 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 at the Agency's headquarters.

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. The requester shall copy the documents at the Agency's headquarters or arrange for the copying of the documents at the Agency's headquarters by an outside service.

h) Prior to inspecting records, the Agency may require the requester to provide a photo identification card.

(Source: Amended at 34 Ill. Reg. 15377, effective September 23, 2010)