**Section 2251.501 Inspection of Records**

a) The Board may make available records for personal inspection at the Board's central office located at the James R. Thompson Center, 100 W. Randolph St., Ste. 7-701, Chicago IL 60601. No original record shall be removed from State-controlled premises except under constant supervision of the Board. The Board may provide records in duplicate forms including, but not limited to, paper copies, data processing printouts, videotape, microfilm, audio tape, reel to reel microfilm, photographs and computer disks.

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

c) A requester may inspect records by appointment only, scheduled subject to space availability. The Board will schedule inspection appointments to take place during normal business hours, which are 8:30 a.m. to 5:00 p.m. Monday through Friday, exclusive of State holidays. If the requester must cancel the viewing appointment, the requester shall so inform the Board as soon as possible before the appointment.

d) In order to maintain routine Board 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.

f) Requesters shall not be permitted to take briefcases, folders or similar materials into the room where the inspection takes place. A Board 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.

(Source: Amended at 34 Ill. Reg. 10168, effective July 1, 2010)