**Section 2525.50 Procedures for Providing Public Records to Requestors**

a) Generally, public records will be sent electronically to the requestor's email address or made available for inspection at the Commission's office between the hours of 9:00 a.m. and 5:00 p.m., Monday through Friday, except on State holidays. A place will be provided in which the requestor may inspect public records.

b) An employee of the Commission may be present throughout the inspection.

c) A requestor shall not be permitted a brief case, folder or other materials or pens inthe room in which the inspection will take place.

d) A requestor will be permitted to take pencil and paper into the room while inspecting public records.

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

f) Copies of public records shall be provided to the requestor only upon payment of any charges that are due.

g) Charges for copies of public records shall be assessed in accordance with Section 6(b) of FOIA.

h) Charges shall be waived if the requestor is a State agency, a constitutional officer or a member of the General Assembly.

i) The Executive Director shall make available to the public at no charge the following materials:

1) A brief description of the organizational structure and budget of the Commission;

2) A brief description of the means for requesting information and public records; and

3) A list of types and categories of public records maintained by the Commission.

(Source: Amended at 48 Ill. Reg. 8616, effective May 28, 2024)