**Section 3001.410 Inspection of Records**

a) Records of the Board shall be available unless otherwise exempt under Section 7 of FOIA, during the hours of 8:30 a.m. through 5 p.m. Monday through Friday (except for State holidays) at 108 Statehouse, Springfield, Illinois 62706. Requestors must contact the Freedom of Information Officer to schedule an appointment to inspect requested records.

b) An employee of the Board may be present throughout the inspection. A requestor will be prohibited from bringing bags, briefcases or other containers into the inspection room.

c) Documents that the requestor wishes to have copied shall be segregated during the course of the inspection. All copying shall be done by Board employees.