**Section 3400.220 Inspection of Public Records**

a) Records of the Tollway shall be available, unless otherwise exempt under Section 7 of FOIA, during the hours of 8:30 a.m. through 4:30 p.m. Monday through Friday (except for State holidays) at 2700 Ogden Avenue, Downers Grove IL 60515. Requestors must contact the Freedom of Information Officer to schedule an appointment to inspect requested records.

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

c) Documents the requestor wishes to have copied shall be segregated during the course of the inspection. Tollway employees or its designees shall do all copying.