**Section 5151.60 Inspection and Copying of Public Records**

a) Public records of the University of Illinois and its subsidiary bodies which are required by the Freedom of Information Act or the State Records Act to be made available for public inspection shall be made available under the supervision of the public records officer. Inspection of records shall occur only in the place where the records are kept or in the office of the public records officer during regular office hours when the records are not being used by persons performing official duties. Upon request, the public records officer will make arrangements for an explanation of computer language or print-out format.

b) A person who has requested a copy shall not receive one until and unless the person has paid the fees charged by the University under Section 5151.70 of these rules. A person who has requested a copy of a work protected by copyright shall not receive one until and unless the person has signed a document containing the University's warning of copyright and has certified that the copy will not be used for any purpose other than private study, scholarship or research. Subject to compliance with fee and copyright requirements, the public records officer shall provide one copy of the public record if it is required by the Freedom of Information Act or the State Records Act to be made available to the public.