**Section 6000.220 Inspection and Copying of Records**

a) Inspection of public records which are required by the Freedom of Information Act to be made available for public inspection must occur under the supervision of the Custodian of the Records after review of the request by the Freedom of Information Officer in the place where the records are kept or the office of the Freedom of Information Officer during regular office hours when the records are not being used by persons performing official duties. Upon request, the Custodian of Records will make arrangements for an explanation of computer language or printout format.

b) One copy of each public record required to be copied by the Freedom of Information Act [5 ILCS 140/3b] shall be provided by the Custodian of Records, after review of the request by the Freedom of Information Officer, following receipt of the fees specified in Section 6000.230 of this Part.

(Source: Amended at 26 Ill. Reg. 18235, effective December 13, 2002)