**Section 701.110 Inspection Of Public Records At Department Offices**

a) Public records shall be available for inspection at the Department's Springfield office and only during the normal working hours of the Department as set forth in Section 18 of The Civil Administrative Code of Illinois (Ill. Rev. Stat. 1983, ch. 127, par. 18). The FOI Officer shall set an appointed time for the inspection of the public records.

b) A Department employee may be present during the inspection of public records.

c) Documents which the requestor wishes to have copies of shall be segregated during the course of the inspection. Photocopying shall be done by Department employees.