**Section 1551.70 Inspection of Records at Board Offices**

a) Public records will be made available for inspection at the Board's Springfield Office between the hours of 8:00 a.m. and 4:30 p.m., or at the Board's Chicago office between the hours of 8:30 a.m. and 5:00 p.m. Monday through Friday, except on State holidays. A place will be provided in which the requestor can inspect the public records.

b) An employee of the Board may be present throughout the inspection.

c) A requestor shall not be permitted to take a brief case, folder or other similar materials into the area in which the inspection will take place.

d) A requestor will be permitted to take a pen or pencil and paper into the room while inspecting public records.

e) Documents which the requestor wishes to have copied shall be segregated during the course of the inspection. All duplicating will be done by Board employees.