**Section 701.30 Department Records And Information**

a) Information and public records of the Department are available to any requestor for inspection or copying, unless the public record or information is exempt from inspection or copying pursuant to Section 7 of the FOIA.

b) Requests which *violate privacy, further a commercial enterprise or disrupt the duly-undertaken work of any public body* (e.g., for the purpose of soliciting business) shall be denied by the Department in accordance with the legislative intent of the FOIA (Section 1 of the FOIA).

c) Categorical requests which create a burden on the Department shall be denied only after extending to the requestor an opportunity to narrow the request pursuant to Section 3(f) of the FOIA. The FOI Officer shall consider when determining whether to grant a categorical request such factors as the manpower that will be needed to fulfill the request, the amount of time it will take to complete the request, the personnel available, other activities and priorities of the Department, and whether the Department has the capability to fulfill the request (e.g., copying microfiche).