**Section 751.90 Inspection of Records at Department Offices**

a) Public records will be made available for inspection during normal working hours of the Department at the office of the Freedom of Information Officer.

b) Documents which the requestor wishes to have copied shall be segregated during the course of the inspection. All copying shall be done by Department employees unless otherwise required or allowed by the Department.

c) Inspection of records shall take place at the office of the Freedom of Information Officer unless other arrangements are agreed to by the Department.

d) An employee of the Department may be present throughout the inspection. A requestor may be prohibited from bringing bags, brief cases or other containers into the inspection room.