**Section 1270.510 Inspection of Public Records**

a) Public records in the possession of the Department which are subject to inspection in accordance with FOIA, will be made available for inspection during normal office hours, usually at the office where those records are maintained.

b) The Freedom of Information Officer, or his or her designee, may be present throughout the inspection. A requestor may be prohibited from bringing bags, brief cases, or other containers into the inspection room.

c) During the inspection process, the requestor may indicate or segregate records which he or she wishes to have copied.