**Section 1270.530 General Materials Available from the Department**

The Department shall make available to the public, at no charge, the following materials:

a) A brief description of the Department

b) A listing of types and categories of public records maintained by the Department.

c) A brief description of the methods by which persons may request information and public records from the Department.

d) A schedule of standard fees charged for copying of public records and certification, as established by the Department.