**Section 1376.180 Inspection of Records at Department Offices**

a) Public records will generally be made available for inspection during normal working hours of the Department at the Office of the Freedom of Information Officer. For purposes of convenience, either the Department or the requestor may request that inspection take place in another Department location.

b) Public Records which the requestor wishes to have copied shall be segregated during the course of inspection.

1) An employee of the Department shall be present throughout the inspection; and

2) During the course of inspection, a requestor may be prohibited from bringing bags, brief cases or other containers into the inspection area.

c) All copying of public records will generally be done by Department employees.