**Section 1701.400 Inspection of Records at Commission Offices**

a) Generally, public records will be made available for inspection during normal working hours of the Commission at the office of the Chief Clerk.

b) Documents which the requester wishes to have copied shall be segregated during the course of the inspection. Generally, all copying shall be done by Commission employees.

c) Unless otherwise arranged, the inspection of records shall take place at the office of the Chief Clerk. For purposes of convenience, either the Freedom of Information Officer or the requester may request that inspection take place in another Commission office location.

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