**Section 876.501 Inspection of Records at Department Offices**

a) Public records shall be made available for inspection during normal working hours of the Department at the office of the appropriate Freedom of Information Officer, unless the parties otherwise agree.

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 the parties otherwise agree.

c) The Department may make documents available for inspection but not copying if the Department determines that the documents are old, brittle or otherwise susceptible to destruction because of copying, or the document requires additional reproduction methods, such as coloration of maps.

d) Unless otherwise arranged, the inspection of records shall take place 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 office location.

e) 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.