**Section 2925.315 Availability and Inspection of Records at Authority Offices**

a) Generally, public records will be made available for inspection during normal business hours of the Authority at the principal office of the Authority.

b) Documents which the Requestor wishes to have copied shall be segregated during the course of the inspection. Generally, all copying shall be done by Authority employees, except in cases of voluminous requests. Public records provided as a result of requests for a large number of documents may be sent off site to be copied.

c) Unless otherwise arranged, the inspection of records shall take place at the Authority's office. For purposes of convenience, either the Authority or the Requestor may request that inspection take place in another Authority office location.

d) An employee of the Authority shall be present throughout the inspection. A Requestor may be prohibited from bring bags, brief cases or other containers into the inspection room.