**Section 5025.140 Inspection and Copying of Records**

a) Inspection of public records which are required by the Act to be made available for public inspection shall occur under the supervision of the Freedom of Information Officer in the place where the records are kept or the office of the Freedom of Information Officer during regular office hours when the records are not being used by persons performing official duties. Upon request, the Freedom of Information Officer will make arrangements for an explanation of computer language or printout format.

b) One copy of each public record required to be copied by the Act shall be provided by the Freedom of Information Officer, if requested, following receipt of the fees specified in Section 5025.150 of this Part.