**Section 1651.510 Inspection of Records at Board Offices**

a) Generally, public records will be made available for inspection at the Board's Springfield offices between the hours of 8:30 a.m. and 5:00 p.m., Monday through Friday, except on state holidays. A place will be provided in which the requestor may inspect public records.

b) An employee of the Board may be present throughout the inspection.

c) A requestor shall not be permitted to take a brief case, folder or other similar materials or pens into the room in which the inspection will take place.

d) A requestor will be permitted to take pencil and paper into the room while inspecting public records.

e) Documents which the requestor wishes to have copied shall be segregated during the course of the inspection. Generally, all copying will be done by Board employees.