**Section 304.20 Time and Manner of Inspection**

a) The records of the Department shall be available for inspection during regularly scheduled hours of work. Such records may be inspected only in the presence of an authorized employee of the Department.

b) In the event that working conditions or the number of persons inspecting such records, or the volume of records to be inspected, interfere with the operations of the Department, the Director may schedule appointments for the inspection of such records.