

**RULE 103 INSPECTION OF PUBLIC RECORDS**  
(Adopted prior to 11/04/77; Revised 9/14/99)

Upon receipt of a written request for public records, which reasonably describes identifiable records or information which can be readily produced there from, the Air Pollution Control Officer shall make the records promptly available upon payment of the fees covering the costs of duplicating the records. If, for good cause, the information cannot be made available within ten (10) working days, the Air Pollution Control Officer shall notify the requesting Person the reasons for the delay and when the information will be available.

The Air Pollution Control Officer may require the requests for public records to be specific and in sufficient detail so that the information may be readily identified.