

- A. NOTICE. A request to inspect TAPPS records must be made with reasonable prior notice in writing.
- B. PROPER IDENTIFICATION. A person requesting to inspect TAPPS records must establish proper identification and a need to know.
- C. PRODUCTION BY DIRECTOR. The Director shall upon written request produce information for inspection or duplication. If a requested record is in storage, the Director shall notify the requesting party in writing and shall set a time when the record will be available.
- D. NO REMOVAL OF RECORDS. No person shall remove an original record from the offices of TAPPS.
- E. PRODUCTION COSTS. Any expense incurred in the reproduction, preparation or retrieval of records shall be paid by the person requesting the record at the rate of \$1.00 per page.
- F. MAILING CHARGES. TAPPS may, at the rate of \$1.00 per page, mail upon request reproduced records to any person who so requests, and has a need to know. If TAPPS mails the requested records, a charge for postage may be included in the charge for reproduction.
- G. COSTS OF COMPUTERIZED DOCUMENTS PRODUCTION. Requests for documents or records kept by TAPPS on computer will be billed at the rate of \$1.00 per page.