**Section 100.800 Requirements**

a) Each agency shall adopt rules on the following pursuant to Section 5-15 of the Act:

1) *a description of the current organization of the agency including charts of such organization;*

2) *procedures on public access to subjects, programs, and activities of the agency;*

3) *tables of contents, indexes, reference tables, and other materials to aid users in finding and using the agency's collection of rules currently in force;*

4) *the rulemaking procedures of the agency including any flow charts depicting such*;

5) *a location for public inspection of incorporated reference materials.*

b) Agency organization charts shall neither specify names of individuals nor contain pictures of individuals. Rather, they shall specify only the bureaus, departments, divisions, sections, or units applicable to the agency.

c) Rules specifying minimum qualifications for administrative law judges, as required by Section 10-20 of the Act, may be adopted pursuant to Section 5-15 or Section 5-35.

(Source: Amended at 22 Ill. Reg. 11532, effective July 1, 1998)