**Section 576.210 Requests for Records**

a) A request for access to public records for inspection and copying shall be submitted in writing to the FOI Officer at the Office of the Attorney General. Requests for public records may be submitted online through the Office of the Attorney General's Public Records Center at https://www.illinoisattorneygeneral.gov/open-and-honest-government/foia/. Requests for public records may also be submitted by mail, e-mail, hand delivery or facsimile, directed to the FOI Officer, as follows:

FOI OFFICER

Office of the Illinois Attorney General

500 South Second Street

Springfield, Illinois 62701

(217) 785-9266 (telephone)

(217) 782-8827 (facsimile)

FOIAOfficer@ilag.gov (e-mail)

b) The request must describe the public record or records sought, being as specific as possible. If the description is not sufficiently clear to allow easy identification of the records sought, the requester may be asked to supply additional necessary information.

c) Pursuant to Section 5-15 of the Illinois Administrative Procedure Act [5 ILCS 100/5-15], requests for copies of Office of the Attorney General rules are not to be considered requests subject to FOIA procedures.

d) The requester shall indicate whether the public record is being obtained for a commercial purpose.

(Source: Amended at 48 Ill. Reg. 3416, effective February 22, 2024)