**Section 625.25 Requests for Public Records**

a) Requests for public records in the custody of the Comptroller shall be submitted to the Freedom of Information Officer or the Assistant Freedom of Information Officer. Requests for public records may be in writing or made verbally. Verbal requests not reduced to writing will be processed as quickly as is feasible. However, the required response times and appeal procedures contained in FOIA and this Part do not apply to unwritten requests.

b) All requests for public records should be sufficiently specific to enable the Freedom of Information Officer to locate them without being unduly burdensome or disruptive to the Office of the Comptroller. Where possible, specific information regarding names, dates, voucher number, warrant number, vendor number, file designations and other information which would help identify the records should be supplied. If a request does not reasonably describe the records sought, the requester will be given an opportunity to confer with office personnel to reformulate the request.

c) All requests for public records must include the requester's full name, address and telephone number and shall state whether the request is for inspection of public records, copies of public records, or both.

(Source: Amended at 25 Ill. Reg. 8139, effective June 22, 2001)