**Section 701.60 Information To Be Provided By The Requestor**

a) The request for inspection or copies of public records shall include the name, mailing address and telephone number of the requestor.

b) The request shall describe as specifically as possible what information is sought.

c) The request shall specify for what purpose the information or records are being requested in order for the Department to determine if the reason for the request is in accordance with the legislative intent (Section 1 of the FOIA).

d) The request shall state whether the request is for inspection and/or copies of public records.

e) If the copies of the public records are to be certified by the Department, the requestor must so state on the request.