**Section 775.30 Inquiries to Obtain Information**

a) Initial written or oral inquiries for information from a member of the general public should be directed to the Department administrator responsible for community relations. The Department's legislative liaison will provide information to the members and staff of the Illinois General Assembly.

b) The Department will require a written information request when it determines that:

1) voluminous materials are being sought or these materials cannot be easily identified, assembled, reproduced and prepared for public disclosure; or

2) materials are being sought which may be confidential or exempt under Department rules and where denial of the request or partial disclosure may be needed; or

3) the request is being made specifically under the terms of the Freedom of Information Act; or

4) further information to clarify the request is needed.

(Source: Amended at 8 Ill. Reg. 17275, effective September 21, 1984)