**Section 826.20 Definitions**

a) "Department" means the Department of Conservation.

b) "Director" means the Director of the Department of Conservation.

c) "FOIA" means the Freedom of Information Act.

d) "Freedom of Information Officer" designates the person responsible for receiving and responding to written requests for public record.

e) "Public Records" are all records, documents and materials having been prepared, or having been or being used, received, possessed or under the control of the Department of Conservation unless specifically exempt from inspection and copying under the FOIA.

f) "Requestor" means a person who submits a written request for public records in accordance with these rules.