**Section 826.120 Form and Content of Requests**

a) Requests made in accordance with the FOIA and these rules shall be in writing and will be submitted on FOIA request forms provided by the Department. (See Exhibit A).

b) The requestor shall provide the following information in a request for public records:

1) The requestor's full name, address, and telephone number;

2) A brief description of the public records sought, being as specific as possible; and

3) Whether the request is for inspection of public records, copies of public records, or both.