**Section 851.30 Requests for Records**

a) All requests for public records shall be submitted to:

 Freedom of Information Officer

 Illinois Department of Corrections

 1301 Concordia Court

 P.O. Box 19277

 Springfield, Illinois 62794-9277

 Attention: FOIA Request

b) All requests shall be in writing and submitted on FOIA request forms which shall be available at all Department offices and correctional facilities. Requests should be printed or typed and must include the following information:

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

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

3) Whether the request is for the inspection and/or copying of records; and

4) Whether the records need to be certified.

c) Requests shall be deemed to have been received on the date of receipt by the Freedom of Information Officer.

d) The Department is not obligated to create or develop a record which was not already compiled at the time a request is received.

(Source: Amended at 12 Ill. Reg. 22174, effective January 1, 1989)