**Section 926.401 Submittal of Requests for Records**

a) Any request for public records should be submitted in writing to the Agency's FOI Officer at the following address:

Department of Human Rights

Attn: FOIA Officer

100 West Randolph Street, Suite 10-100

Chicago IL 60601

b) Contact information for the FOI Officer can be found online at www. state.il.us/dhr/DHR\_FOIA.htm.

c) FOIA requests may be submitted via mail, e-mail, fax, or hand delivery to the address above. E-mailed requests should contain the request in the body of the e-mail, and indicate in the subject line of the e-mail that it contains a FOIA request and should be sent to IDHR.FOIA@Illinois.gov. Faxed FOIA requests should be faxed to (312)814-1436, Attn: FOI Officer.

(Source: Added at 34 Ill. Reg. 16393, effective October 8, 2010)