**Section 951.30 Requests for Access to Public Records**

a) Standard Department computer reports and prices are listed on the Computer Data Request Form, which is available in print and on the Department's website. Completed request forms must be accompanied by payment and addressed to the Public Sale Coordinator, Information Systems Section, Illinois Department of Insurance, 320 West Washington Street, 4th Floor, Springfield, Illinois 62767-0001.

b) A request for access to any public record maintained by the Department other than the computer reports described in subsection (a) of this Section must be submitted in writing and addressed to the FOIA Officer, Department of Insurance, 320 West Washington Street, 4th Floor, Springfield, Illinois 62767-0001. Requests may also be submitted on FOIA request forms made available by the Department in print and on the Department's website. Every request must contain the following information:

1) The full name and address of the requesting party;

2) A description, including dates if applicable, that is reasonably sufficient to permit identification of the requested records by Department personnel without undue difficulty;

3) An indication of the requester's agreement to pay copying fees and certification fees if applicable, as set forth in Section 951.60 of this Part, for the requested copies or certifications; and

4) The request letter and envelope should be clearly marked "FREEDOM OF INFORMATION REQUEST" or "INFORMATION REQUEST".

c) The Department may require additional information from the requester when the initial description of the records requested is insufficient to enable the Department to locate the records within a reasonable period of time. When a request calls for access to all records falling within a category of records and compliance with the request is determined to be unduly burdensome to the Department, the requester shall be given an opportunity within 7 working days after the request was received to confer with the Department in order to narrow the request to manageable proportions prior to a denial of the request.

d) Requests for copies of the Department's rules shall not be deemed Freedom of Information Act requests unless so labeled by the requester, pursuant to Section 5-15(a)(2) of the IAPA. Additionally, requests for copies of rules, regulations, standards or guidelines incorporated by reference into the Department's rules shall not be deemed Freedom of Information Act requests unless so labeled by the requester, pursuant to Section 5-75(c) of the IAPA.

(Source: Amended at 26 Ill. Reg. 18276, effective December 16, 2002)