**Section 1270.220 Form and Content of Requests**

a) Requests for public records should be made in writing, and may be submitted on Freedom of Information Request forms as provided by the Department.

b) Oral requests will be considered and acted upon expeditiously. However, the required response times and the appeals procedures contained in the FOIA and these rules do not apply to oral requests.

c) 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.

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