**Section 1301.301 Submittal of Requests for Records**

a) Any request for public records should be submitted in writing to the FOI Officer at the Agency.

b) The Agency has one FOI Officer, located in the 33 South State Street, Chicago, Illinois 60603 office.

c) Contact information for the FOI Officer can be found online at www.ides.state.il.us/foia/contacts.html.

d) FOIA requests may be submitted via mail, e-mail, fax, or hand delivery. Requests should be mailed or hand delivered to:

Department of Employment Security

33 South State Street, Room 937

Chicago IL 60603

Attn: FOI Officer

e) E-mailed requests should be sent to des.foiarequest@illinois.gov, 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. Faxed FOIA requests should be faxed to 312/793-5645, Attn: FOI Officer.

(Source: Added at 35 Ill. Reg. 6066, effective March 25, 2011)