**Section 1326.320 Information To Be Provided in Requests for Records**

A request for public records should include:

a) The requester's full name, mailing address and telephone number. An email address should also be included, if the request was made via email.

b) As specific a description as possible of the records sought.

c) If applicable, a statement as to the requested manner for the production of records sought; for example, inspection at Department headquarters or providing paper or electronic copies.

d) A statement as to whether the request is for a commercial purpose.

(Source: Amended at 43 Ill. Reg. 14647, effective December 20, 2019)