**Section 1376.190 General Materials Available From the Freedom of Information Officer**

The Freedom of Information Officer shall prominently display and make available to the public at no charge, at the Department's Springfield location, the following:

a) A brief description of the Department's structure, purpose and budget.

b) A brief description of the means for requesting information and public records.

c) A list of types and categories of public records maintained by the Department.

d) A list of members of any board, commission or council which operates in an advisory capacity to the Department.