**Section 1531.300 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 Springfield.

c) Contact information for each FOI Officer can be found online at www.Illinois. gov/Pages/FOIAContacts.

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

Department of Innovation and Technology

120 West Jefferson Street

Springfield, Illinois 62702

Attn: FOI Officer

e) E-mailed requests should be sent to DoIT.FOIA@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 (217)785-0361, Attn: FOI Officer.