**Section 1551.30 Requests for Records**

a) All requests for public records shall be submitted to:

Freedom of Information Officer

Illinois State Board of Elections

1020 South Spring Street

Springfield, Illinois 62708

ATTENTION: FOIA Request

b) All requests for public records submitted to the Board under the FOIA should be in writing. Such requests may be submitted on FOIA request forms provided by the Board. (See Appendix A)

c) Requests should be printed or typed and must include the following information:

1) The requestor's full name, mailing address and telephone number, including area code, at which the requestor can be reached during normal business hours;

2) A brief description of the public records sought, being as specific as possible;

3) Whether the request is for inspection of public records, copies of public records, or both; and

4) Whether the records are to be certified.

d) Requests shall have been deemed to have been received on the date of receipt by the Freedom of Information Officer.

e) The Board is not obligated to create or develop records which were not already compiled at the time the request is received.