**Section 1620.110 Requests for Records**

a) A request for access to records for an opportunity to inspect or for copies of records shall be submitted in writing to the Freedom of Information Officer at the office of the Executive Ethics Commission. The Executive Director shall either serve as, or shall appoint at least one, Freedom of Information Officer for the purpose of receiving FOI requests and responding to those requests. Any person serving as FOI Officer must complete training as required by Section 3.5 of FOIA. Requests for public records may be submitted by mail, e-mail, hand delivery or facsimile, directed to the Freedom of Information Officer, as follows:

FOI OFFICER

Executive Ethics Commission

401 S. Spring Street

515 Stratton Building

Springfield, Illinois 62706

EEC.legalstaff@illinois.gov

(217)558-1399 (facsimile)

b) The request must describe the public record sought, being as specific as possible. If the description is not sufficiently clear to allow easy identification of the records sought, the requestor may be asked to supply additional necessary information.

c) Pursuant to Section 5-15 of the Illinois Administrative Procedure Act [5 ILCS 100/5-15], requests for copies of Executive Ethics Commission rules shall be granted but are not deemed to be Freedom of Information Act requests, unless so labeled by the requestor.

d) The requestor shall indicate whether the public record is being obtained for a commercial purpose.

(Source: Amended at 42 Ill. Reg. 13550, effective June 26, 2018)