**Section 1651.220 Content of Request**

a) All requests for public records submitted to the Board under the FOIA shall be in writing.

b) The requestor shall include the following information in any request for public records:

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 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.

(Source: Amended at 20 Ill. Reg. 15211, effective November 15, 1996)