**Section 1701.110 Form and Content of Requests**

a) Requests in accordance with the FOIA and this Part shall be made in writing. Such requests should be in the form shown in Appendix A of this Part.

b) Oral requests will be handled expeditiously. However, the required response times and the appeal procedures contained in the FOIA and this Part do not apply to oral requests.

c) The requester shall provide the following information in a request for public records:

1) The requester's full name and address, and the phone number at which the requester can be reached between 8:30 a.m. and 5:00 p.m. on weekdays.

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.