**Section 1828.303 Information To Be Provided in Requests for Public Records**

A request for public records should include:

a) The complete name, mailing address and telephone number of the requester;

b) As specific a description as possible of the public records sought. Requests that the Agency considers unduly burdensome or categorical may be denied in accordance with Section 1828.502 (See Section 3(g) of FOIA);

c) A statement as to the requested medium and format for the Agency to use in providing the public records sought: for example, paper, specific types of digital or magnetic media, or videotape;

d) A statement as to the requested manner for the Agency to use in providing the public records sought: for example, for inspection at Agency headquarters in Springfield or by providing copies;

e) A statement as to whether the requester needs certified copies of all or any portion of the public records, including a reference to the specific documents that require certification; and

f) At the written request of the Agency prior to obtaining the public records, additional information to insure the proper management and tracking of the public record and the efficient administration of this Part, including but not limited to requester identification codes and reason for the FOIA request. The Agency may only ask the requester for the purpose of the request in order to determine whether the records are requested for a commercial purpose or whether to grant a request for a fee waiver.

(Source: Amended at 34 Ill. Reg. 9028, effective June 22, 2010)