**Section 2050.20 Public Requests**

a) Any interested person should submit a request for information in writing. The request should include a complete description of the information requested, the reason for the request and, when applicable, timing requirements. Requests should be directed to:

Executive Director

Department of State Police Merit Board

531 Sangamon Avenue East

Springfield, Illinois 62702

b) The Department shall respond to requests within 10 days after receipt, whenever possible.

c) When confidential information is requested, or whenever release of information is limited or prohibited by statute, the requestor shall be notified in writing.

(Source: Amended at 36 Ill. Reg. 4414, effective March 12, 2012)