**Section 2301.220 Form and Content of Requests**

a) Requests in accordance with the FOIA and these rules shall be made in writing. Such requests may be submitted on FOIA request forms provided by the Agency. (See Appendix A to these rules)

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

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

1) The requestor's full name, address and phone number.

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.