**Section 2501.30 Requests for Access to Records**

a) Requests under the Freedom of Information Act for access to public records of the Local Labor Relations Board shall be submitted to the Board Clerk, Local Labor Relations Board, 160 North LaSalle Street, Suite S-400, Chicago, Illinois 60601-3103. Each request submitted by mail should be enclosed in an envelope clearly marked "FOIA REQUEST".

b) Requests under the Freedom of Information Act for access to public records of the State Labor Relations Board shall be submitted to the Board Clerk, at either 320 West Washington Street, Suite 500, Springfield, Illinois 62701 or 160 North LaSalle Street, Suite S-400, Chicago, Illinois 60601-3103. Each request submitted by mail should be enclosed in an envelope clearly marked "FOIA REQUEST".

c) Forms for making FOIA requests are available from the Board Clerks of the respective Boards. Each request must be in writing and include the requester's full name, address and telephone number; a clear description of the records sought; and a statement whether the request is for inspection of the documents, or for copying of them, or both. Oral requests for access to records will be entertained, but will not trigger the required response times and appeal rights set forth in this Part.

(Source: Amended at 20 Ill. Reg. 7384, effective May 10, 1996)