**Section 2676.300 Submittal of Requests for Records**

a) Any request for public records should be submitted in writing to the FOI Officers at the Agency.

b) The Agency has 2 FOI Officers, located in the Chicago Office.

c) Contact information for each FOI Officer can be found online at www. Illinois.gov/Pages/FOIAContacts.

d) FOIA requests may be submitted via mail, e-mail, fax, or hand delivery. Requests should be mailed or hand delivered to:

Illinois Educational Labor Relations Board

160 North LaSalle Street, Suite N-400

Chicago IL 60601-3103

Attn: FOI Officer

e) E-mailed requests should be sent to ELRB.mail@illinois.gov, contain the request in the body of the e-mail, and indicate in the subject line of the e-mail that it contains a FOIA request. Faxed FOIA requests should be faxed to 312/793-3369, Attn: FOI Officer.