**Section 3001.420 General Materials Available from the Office of the Board**

The following materials shall be made available by the Office of the Board without charge pursuant to Sections 4 and 5 of FOIA:

a) *A brief description of the organizational structure and budget of* the Office of the Board.

b) *A brief description of the means for requesting information and public records*.

c) *A list of types and categories of public records maintained by* the Office of the Board.