**Section 5025.130 Form and Content of Requests**

a) All requests under the Act for access to public records shall be in writing and shall contain the following information.

1) the name and address of the person submitting the request;

2) a specific description of the public records sought including, whenever possible, names, dates, and other identifying information.

b) A request shall be "received" for purposes of Section 3. of the Act on the date on which it arrives in the office referred to above. Failure to submit the request to the appropriate address may delay its receipt.