**Section 5051.301 Submittal of Requests for Records**

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

b) The Board has one FOI Officer, located in the Springfield office.

c) Contact information for the FOI Officer can be found online at www. info@ibhe.org.

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

IBHE

431 E. Adams St.

2nd Floor

Springfield IL 62701-1404

Attn: FOI Officer

e) E-mailed requests should be sent to info@ibhe.org, 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 217/782-8548, Attn: FOI Officer.