**Section 5376.301 Submittal of Requests for Records**

a) Any request for public records should be submitted in writing to the FOI Officer at the Agency office located in the Deerfield, Illinois office.

b) Contact information for the FOI Officer can be found online at www.collegeillinois.org.

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

The Illinois Student Assistance Commission

1755 Lake Cook Road

Deerfield, Illinois 60015

Attn: FOI Officer

d) E-mailed requests should be sent to the FOI Officer at: ISAC.FOIA@isac. illinois.gov, and should indicate in the subject line of the e-mail that it contains a FOIA request. The specific request should be in the body of the email and should indicate whether an emailed response is adequate. Faxed FOIA requests should be faxed to 847-948-5033, Attn: FOI Officer, and should indicate whether a faxed response is adequate.

(Source: Amended at 36 Ill. Reg. 5850, effective April 1, 2012)