**Section 76.300 Submittal of Requests for Records**

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

b) JCAR has one FOI Officer, located in Springfield.

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:

Joint Committee on Administrative Rules

700 Stratton Building

401 South Spring Sreet

Springfield IL 62706

Attn: FOI Officer

e) E-mailed requests should be sent to jcar@ilga.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 217/524-0567, Attn: FOI Officer.