**Section 200.10 Methods for requesting access to records**

a) Requests for access to records for inspection and copying shall be submitted in writing to the Freedom of Information Officer at the office of the Bureau. The application shall include the name and address of the requestor and a phone number where the requestor may be reached during the regular business day and shall be on a form provided by the Bureau, a copy of which form appears in Appendix A to this Part.

b) The application must describe the requested document by subject matter and approximate date of issuance, if known. If the description is not sufficiently clear to allow easy identification of the records sought, the requestor may be asked to supply additional necessary information.