**Section 351.210 Form and Content of Requests**

a) Requests must be made in accordance with the FOIA. Such requests may be submitted on FOIA request forms provided by the Commission. (See Appendix A to these rules).

b) The requestor shall provide the following information in a request for public records:

1) The requestor's full name, address and phone number;

2) A description of the public records sought, being as specific as possible;

3) Whether the request is for inspection of public records, copies of public records, or both.

(Source: transferred from 2 Ill. Adm. Code 301 (State's Attorneys Appellate Service Commission to 2 Ill. Adm. Code 351 Office of the State's Attorneys Appellate Prosecutor pursuant to Section 5-80(d) of the Illinois Administrative Procedure Act (Ill. Rev. Stat. 1991, ch. 127, par. 1005-80(d)) and the State's Attorneys Appellate Prosecutor's Act (Ill. Rev. Stat. 1991, ch. 14, par. 201 et seq.) at 10 Ill. Reg. 1664)