**Section 500.100 Rulemaking Authority and Procedures − FOIA**

The Illinois Administrative Procedure Act (IAPA) [5 ILCS 100] requires that every State agency adopt rules describing its organization and the procedures by which the public can obtain information or make submissions or requests on subjects, programs and activities of the agency. Agencies are also to adopt through IAPA rulemaking procedures every policy of the agency that affects any person outside the agency. The State Appellate Defender will, when necessary, adopt rules in accordance with the IAPA.