**Section 500.225 Submittal of Requests for Records**

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

b) OSAD has one FOI Officer, located at the administrative office.

c) Contact information for the FOI Officer can be found online at www. OSAD@osad.state.il.us/.

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

OSAD Administrative Office

400 West Monroe St., Suite 202

PO Box 5240

Springfield IL 62705-5240

Attn: FOI Officer

e) E-mailed requests should be sent to OSAD@osad.state.il.us/, 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 217/782-5385, Attn: FOI Officer.