**Section 526.120 Requests for Public Records**

a) How made and addressed. All requests to inspect and copy or to receive copies of public records shall be in writing. All requests shall be mailed or otherwise delivered to the person and location specified below:

Public Information Officer

Office of the Lieutenant Governor

100 W. Randolph, Suite 15-200

Chicago IL 60601

b) Description of records sought. A request for access to a record should reasonably describe that record by reference to the subject matter and approximate date of issuance, if known.

c) Additional information may be requested. If the information supplied by the requester is not sufficient to permit location of the records by office personnel with a reasonable amount of effort, the requester may be asked to supply additional necessary information that will enable the office to locate the document. If necessary, the office shall extend to the requester an opportunity to confer with office personnel in order to attempt to reformulate the request in a manner that will meet the needs of the requester and the requirements of the office. The original request will be considered to have been withdrawn. The request will be considered officially to have been filed when the reformulated request is filed.

(Source: Amended at 32 Ill. Reg. 13210, effective August 1, 2008)