**Section 601.210 Form and Content of Requests**

a) Requests must be made in accordance with FOIA.

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

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

2) Whether the request is for inspection of public records, copies of public records, or both; and

3) Whether the public record is being obtained for a commercial purpose.

(Source: Amended at 34 Ill. Reg. 11459, effective August 13, 2010)