**Section 625.13 Freedom of Information Officers**

a) There shall be appointed one Freedom of Information Officer and one Assistant Freedom of Information Officer. The Freedom of Information Officer shall be based in either the Chicago or Springfield office. The Assistant Freedom of Information Officer shall be based in either the Chicago or Springfield office.

b) The Freedom of Information Officer shall be responsible for insuring compliance with the provisions of FOIA. It shall be the duty of the Freedom of Information Officer to receive, process, and respond to requests for public records made pursuant to the provisions of FOIA. It shall be the duty of the Assistant Freedom of Information Officer to submit to the Freedom of Information Officer all requests for public records received by the Assistant.

(Source: Added at 25 Ill. Reg. 8139, effective June 22, 2001)