**Section 726.300 Submittal of Requests for Records**

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

b) The Agency has one FOI Officer, located in the Springfield office.

c) Contact information for the FOI Officer can be found online at www2. illinois.gov/Pages/FOIA-Contacts.aspx.

d) FOIA requests may be submitted via mail, e-mail, or in person to:

FOIA Office

Illinois Department on Aging

One Natural Resources Way, Suite 100

Springfield IL 62702-1271

Aging.FOIA@illinois.gov

e) Emailed requests should 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.