**Section 775.40 Disclosure of Information**

a) Records and Information. All records and information shall be considered public information unless specific legal or statutory authority can be cited to maintain its confidentiality or unless it falls within a category which is exempt from disclosure as defined in this Part or other applicable Department rules. Administrative inconvenience is not grounds for non-disclosure of information.

b) Materials to be displayed. The Department shall prominently display and keep available for public inspection the following materials, at its eight regional offices and its central administrative office:

1) A brief description of the Department, including services offered, mission statement, organization charts, number and location of all its offices, total of its current operating budget, approximate number of full and part-time employees, and a complete list of advisory groups and their members.

2) Instructions on how interested persons may obtain information from the Freedom of Information Officer, including a schedule of fees.

3) Complete sets of Department rules and procedures.

4) A reasonably current list of other types of public records and informational materials which are maintained within the Department.

(Source: Amended at 8 Ill. Reg. 17275, effective September 21, 1984)