**Section 851.20 Definitions**

 "Department" means the Department of Corrections.

 "FOIA" means the Freedom of Information Act.

 "Freedom of Information Officer" means the individual designated by the Director to whom requests for records are to be sent.

 "Public records" includes all documents, records and other information prepared, used or maintained by the Department.

 "Requestor" means an individual, organization or other entity who requests to inspect or copy public records.

 "Working days" means business days excluding Saturdays, Sundays and legal holidays on which State offices are closed.

(Source: Amended at 12 Ill. Reg. 22174, effective January 1, 1989)