**Section 851.300 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 www. Illinois.gov/Pages/FOIAContacts.

d) FOIA requests may be submitted via mail, e-mail, fax or hand delivery. Requests should be mailed or hand delivered to:

Illinois Department of Corrections

1301 Concordia Court

P.O. Box 19277

Springfield IL 62794-9277

Attn: FOI Officer

e) E-mailed requests should be sent to DOC.FOIARequest@doc.illinois.gov, 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. Faxed FOIA requests should be faxed to 217/558-5612, Attn: Freedom of Information Officer.