**Section 901.40 Procedural Requirements**

a) Requests shall be made in writing and may be submitted on FOIA request forms as provided by the Department.

b) Requests should provide the following information:

1) The requestor's full name, address and phone number.

2) A brief description of the public records sought, being as specific as possible.

3) The purpose of the request − whether the request is for inspection of public records, copies of public records, etc.