**Section 1076.110 Form and Content of Requests**

a) All requests for public records submitted to the Department under the FOIA shall be in writing and signed by the requestor.

b) The requestor shall include the following information in any request for public records:

1) The requestor's full name, mailing address and telephone number, including area code, at which the requestor can be reached during normal business hours.

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

3) Whether the request is for inspection of public records, copies of public records, or both.

(Source: Amended at 23 Ill. Reg. 6969, effective May 26, 1999)