**Section 1376.130 Procedural Requirements**

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

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; and

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