**Section 1376.300 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 at Camp Lincoln.

c) Contact information for the FOI Officer can be found online at www. Illinois.gov/Pages/FOIA\_Contacts.

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

Department of Military Affairs

Camp Lincoln

1301 North MacArthur Boulevard

Springfield IL 62702

Attn: Legal Office, FOI Officer

e) E-mailed requests should be sent to ng.il.ilarng.list.jag@mail.mil, 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 217/761-3930, Attn: FOI Officer.