**Section 1651.301 Submittal of Requests for Records**

a) Any request for public records should be submitted in writing to the FOI officer at the Agency. The FOI officer is located at 401 South Spring Street, 3rd Floor Wm. G. Stratton Building, Springfield, Illinois 62706.

b) Contact information for the Agency FOI officer can be found online at www.cdb.state.il.us.

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

Capital Development Board

401 South Spring Street

3rd Floor Wm. G. Stratton Building

Springfield, IL 62706

Attn.: FOI Officer

d) E-mailed requests should be sent to CDB.FOIA@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) 524-0565, Attn: FOI Officer.