**Section 1676.220 Form and Content of Request**

a) All requests for public records submitted to the Commission under the FOIA shall be in writing. Such requests may be submitted on FOIA request forms provided by the Commission. (See Appendix A of this Part)

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.