**Section 1770.230 Information to Be Provided By the Requestor**

a) The request for inspection or copies of public records shall include the name, mailing address and telephone number of the requestor.

b) The request shall describe as specifically as possible what information is sought.

c) The request shall state whether the request is for inspection and/or copies of public records.

d) If the copies of the public records are to be certified by the Authority, the requestor must so state on the request.