**Section 2251.101 Summary and Purpose**

a) All records required by law to be filed with the Illinois Racing Board are open for public inspection and may be examined during regular business hours at the Board's central office. An employee of the Board may be present throughout the inspection.

b) The Freedom of Information Officer shall make available to the public at no charge the following materials:

1) A brief description of the organizational structure and budget of the Board;

2) A brief description of the means for requesting information and records;

3) A list of types and categories of records maintained by the Board;

4) An individual Part of the Board's rules; and

5) A current Annual Report of the Board.

c) All requests for information shall be in writing and directed to the Board's FOIA Officer via mail, facsimile or electronic communications in accordance with the procedures defined in Sections 2251.301 and 2251.302;

d) Reasonable attempts will be made to prevent the disclosure of information constituting an "unwarranted invasion of personal privacy", as defined in Section 2251.102, including occupation license applications, unless information requests are made by racing officials in this or other jurisdictions.

e) Should the Board determine the requested information is exempt from disclosure, under Section 7 or 7.5 of FOIA, the FOIA Officer shall notify the requesting party in accordance with the procedures contained within Section 2251.404. If the Board asserts that the records are exempt under Section 2251.202(a)(1)(C) or (F), it will, within the time periods provided for responding to a request, provide written notice to the requester and the Public Access Counselor of its intent to deny the request in whole or in part in accordance with the procedures contained within Section 2251.404.