**Section 2251.301 Submittal of Requests for Records**

a) Any request for records should be submitted in writing to the Board's FOI Officer. The FOI Officer is located in the Central Office of the Illinois Racing Board at the James R. Thompson Center in Chicago.

b) Contact information for the FOI Officer can be found online at www.state.il.us/agency/irb/racing/inside/FOIA%20Contact.htm.

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

Illinois Racing Board

100 W. Randolph St.

Suite 7-701

Chicago IL 60601

Attn: FOI Officer

d) E-mailed requests should be sent to IRB.info@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 312-814-5062, Attn: FOI Officer.

(Source: Amended at 34 Ill. Reg. 10168, effective July 1, 2010)