**Section 2501.310 Submittal of Requests for Records**

a) Any request for public records should be submitted in writing to the FOI Officer at the Agency.

b) The Agency has one FOI Officer, located in the Agency's Chicago office.

c) Contact information for the Agency's FOI Officer can be found online at https://ilrb.illinois.gov/.

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

Illinois Labor Relations Board

801 South 7th Street, Suite 1200A

Springfield, IL 62703

Attn: FOI Officer

OR

Illinois Labor Relations Board

160 North LaSalle Street, Suite S-400

Chicago, Illinois 60601-3103

Attn: FOI Officer

e) E-mailed requests should be sent to ilrb.filing@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.

(Source: Amended at 48 Ill. Reg. 3835, effective March 1, 2024)