**Section 2676.80 Records of Freedom of Information Act Requests**

The Board's Freedom of Information Officer shall maintain an electronic or paper copy of a request for public records, including all documents submitted with the request. The Freedom of Information Officer shall create a file containing the original request for public records, a copy of the Board's response, and a copy of all other communications related to the request for public records. The Freedom of Information Officer shall also create a single file in which copies of all notices of denials of requests for public records shall be retained. This file shall be open to the public and indexed according to the type of exemption asserted and, to the extent feasible, according to the types of records request. Information in this file the disclosure of which would constitute a clearly unwarranted invasion of the personal privacy of a requester will be redacted, unless the requester consents to the disclosure in writing.

(Source: Added at 35 Ill. Reg. 14426, effective August 12, 2011)