**Section 2905.200 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 Chicago office.

c) Contact information for the FOI Officer can be found online at www.icdd.state.il.us/foia/contacts.html.

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

The Illinois Council on Developmental Disabilities

100 W. Randolph Street, Suite 10-600

Chicago, Illinois 60601

Attn: FOI Officer

e) Faxed FOIA requests should be faxed to 312-814-7141, Attn: FOI Officer.