**Section 3100.30 Procedures for Requesting Public Records**

a) Person to Whom Requests are Submitted

 Requests for inspection or copying of public records shall be submitted to the Freedom of Information Officer of the Council. Requests shall be submitted to the following address:

 Administrator

 Drycleaner Environmental Response Trust Fund Council of

 Illinois

 P.O. Box 480

 Bensenville, Illinois 60106

b) Form and Content of Requests

1) Requests must be made in accordance with FOIA. Requests may be submitted on FOIA request forms available from the Council.

2) The requester shall provide the following information in a request for inspection or copying of public records:

A) The requester's full name, address and telephone number;

B) A brief description of the public records sought, being as specific as possible;

C) Whether the request is for inspection of public records, copies of public records, or both.

(Source: Amended at 30 Ill. Reg. 19615, effective December 12, 2006)