**Section 5001.210 Form and Content of Requests**

A request for public records shall provide the following information:

a) The requester's full name, address and phone number, except that a requester who wishes to remain anonymous is not required to submit this information;

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;

d) The medium and format of the public records sought (i.e., paper, specific electronic medium);

e) Whether the request is for a commercial purpose as defined in Section 3.1 of the FOIA; and

f) Whether the request is a resubmission under Section 8.5 of the FOIA, to include an explanation of the requester's *inability to access the record online*.

(Source: Amended at 39 Ill. Reg. 2213, effective January 21, 2015)