**Section 5151.50 Request to Inspect or Obtain a Copy of Records**

a) All requests under the Freedom of Information Act or State Records Act to inspect or obtain a copy of records shall be in writing and directed to the public records officer at one of the following addresses:

Public Records Officer

University of Illinois

302 Swanlund Administration Building

Champaign, Illinois 61820

Public Records Officer

University of Illinois

2801 University Hall

Chicago, Illinois 60680

b) Each request shall include the following information:

1) Name and address of the person making the request.

2) A reasonable description of the record or records sought. Whenever possible, the person requesting records should supply dates, file designations or other information that describes the records sought.

3) The public records officer shall note the date and time of day on the request in order to establish time of receipt.