**Section 6000.210 Form and Content Requests**

a) All requests under the Freedom of Information Act [5 ILCS 140/3] for access to public records must be in writing and must contain the following information:

1) the name, address, and signature of the person submitting the request;

2) a specific description of the public records sought including, whenever possible, names, dates, and other identifying information.

b) A request shall be "received" for purposes of the Freedom of Information Act [5 ILCS 140/3] on the date on which it is received by the Freedom of Information Officer. Failure to submit the request to the appropriate address may delay its receipt.

(Source: Amended at 26 Ill. Reg. 18235, effective December 13, 2002)