**Section 651.320 Information To Be Provided in Requests for Records**

A request for records should include:

a) The complete name, mailing address and telephone number of the requester;

b) As specific a description as possible of the records sought. Requests that the Office of the Treasurer considers unduly burdensome or categorical may be denied. (See Section 3(g) of FOIA and Section 651.420 of this Part.);

c) A statement as to the requested medium and format for the Office of the Treasurer to use in providing the records sought: for example, paper or electronic copies;

d) A statement as to the requested manner for the Office of the Treasurer to use in providing the records sought: for example, inspection at Office of the Treasurer headquarters or providing paper or electronic copies;

e) A statement as to whether the requester needs certified copies of all or any portion of the records, including reference to the specific documents that require certification; and

f) A statement as to whether the request is for a commercial purpose.

(Source: Amended at 46 Ill. Reg. 1635, effective January 7, 2022)