**Section 701.20 General Information Available From The FOI Officer**

The FOI Officer shall make available to any person the following general information:

a) *A brief description of the Department's organizational structure, its operating budget, location of its offices, approximate number of full and part-time employees, and identification and membership of boards, commissions, committees or councils that are advisory or to which the Department must report* (Section 4(a) of the FOIA).

b) *A brief description of the procedure for requesting information and public records*, including appeal procedures (Section 4(b) of the FOIA).

c) *A list of the types and categories of public records* maintained by the Department (Section 5 of the FOIA).

d) Information printed by the Department expressly for public dissemination, such as the Directory of Services, acts, rules, promotional information, statistics on agricultural production, annual reports, and news releases.