**Section 901.100 General Materials Available From the Freedom of Information Officer**

The Freedom of Information Officer shall prominently display and make available, at both the Department's Springfield and Chicago locations, to the public at no charge the following:

a) A brief description of the Department's Structure, Purpose, and Budget.

b) A brief description of the means for requesting information and public records.

c) A list of types and categories of public records maintained by the Department.

d) A list of identification and members of any Board, Commission or Council which operates in an advisory capacity to the Department.