**Section 1925.300 Submittal of Requests for Records**

a) Any request for public records should be submitted in writing to the HFSRB FOI Officer.

b) FOIA requests may be submitted via mail, e-mail, fax or hand delivery. Requests should be mailed or hand delivered to:

Illinois Health Facilities and Services Review Board

525 W. Jefferson Street, 2nd Floor

Springfield IL 62761

Attn: FOI Officer

c) E-mailed requests should be sent to DPH.HFSRB.FOIA@illinois.gov, contain the request in the body of the e-mail, and indicate in the subject line of the e-mail that it contains a FOIA request. Faxed FOIA requests should be faxed to (312)814-4566, Attn: HFSRB FOI Officer.

(Source: Amended at 41 Ill. Reg. 6502, effective May 26, 2017)