**Section 2525.30 Persons to Whom Requests Are Submitted and Forms and Contents of Requests**

a) Requests for public records shall be submitted to the Commission's FOIA Officer. Requestors should address requests for public records to:

Illinois Medical District Commission

2100 West Harrison Street

Chicago, Illinois 60612

ATTN: FOIA Officer

b) All requests for public records submitted to the Commission under FOIA shall be in writing. Requestors are encouraged to submit all requests via email to foia@medicaldistrict.org.

c) The requestor should include the following information in any request for public records:

1) The requestor's full name, email address, mailing address and telephone number, including area code, at which the requestor can be reached during normal business hours.

2) A description of the public records sought, being as specific as possible.

3) Whether the request is for inspection of public records, copies of public records, or both and

4) Whether the request is for a commercial purpose.

(Source: Amended at 48 Ill. Reg. 8616, effective May 28, 2024)