**Section 3400.120 Form and Content of Requests**

a) Requests for public records shall be in writing, excluding e-mail.

b) The request for public records must include the following information:

1) The requestor's full name, address and telephone number.

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

3) A statement of whether the request is for inspection of public records, copies of public records, or both.