**Section 5176.300 Submittal of Requests for Records**

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

b) The Board has one FOI Officer located in the Springfield office.

c) Contact information for each FOI Officer can be found online at www.Illinois.gov/Pages/FOIAContacts.

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

Illinois Community College Board

401 E. Capitol Avenue

Springfield IL 62701-1711

Attn: FOI Officer

e) E-mailed requests should be sent to iccbfoia@iccb.state.il.us, 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 217/524-4981, Attn: FOI Officer.