**Section 1650.930 Submission of Requests**

a) Public record requests made in accordance with the Freedom of Information Act (FOIA) [5 ILCS 140] should be submitted via the System’s Public Records Center, accessible on the TRS website: trsil.org. Record requests may also be sent to the attention of the FOIA Officer, Teachers' Retirement System of the State of Illinois, P.O. Box 19253, 2815 West Washington, Springfield, Illinois 62794-9253, FOIAOfficer@trsil.org.

b) The request must be in writing and include the following information:

1) A specific description of the public records requested.

2) Whether the requestor seeks copies or personal inspection of the public records.

3) Whether the public record is being obtained for a commercial purpose.

(Source: Amended at 47 Ill. Reg. 9473, effective June 22, 2023)