**Section 5000.110 Requests for Records**

a) A request for access to records for inspection and copying shall be submitted in writing to the Freedom of Information Officer at the office of the Tribunal. Requests for public records may be submitted by mail, e-mail, hand delivery or facsimile, directed to the FOI Officer, as follows:

 FOI OFFICER

 Illinois Independent Tax Tribunal

 160 N. LaSalle Ave.

 Chicago IL 60601

b) The request must describe the public record sought, being as specific as possible. If the description is not sufficiently clear to allow easy identification of the records sought, the requester may be asked to supply additional necessary information.