**Section 76.200 Timeline for Freedom of Information Officer's Response**

a) *The* Freedom of Information Officer *shall respond to a written request for public records within 7 working days after the receipt of such request* pursuant to Section 3(a) of the FOIA.

b) The Freedom of Information Officer will *either comply with or deny a written request for public records within 7 working days after its receipt.* The Freedom of Information Officer may extend the 7 day period an additional 7 working days for any of the reasons specified in Section 3(d)(i-vii) of the FOIA. The Freedom of Information Officer will *notify by letter the person making the written request within 7 working days* (of receipt of the request) *of the reasons for the delay and the date by which the records will be made available or denial will be forthcoming.* (Ill. Rev. Stat. 1984 Supp., ch. 116, par. 203).

(Source: Amended at 9 Ill. Reg. 16868, effective October 23, 1985)