**Section 351.300 Time for Commission Response**

a) The Commission shall respond to a written request for public records within 7 working days after the receipt of such request.

b) The Commission may give notice of an extension of time to respond which does not exceed an additional 7 working days. Such an extension is allowable if written notice is provided within the original 7 working day time limit for the reasons provided in Section 3(d) of the FOIA. Such notice of extension shall state the reasons why the extension is necessary and the date by which the records will be made available or denial will be forthcoming.

(Source: transferred from 2 Ill. Adm. Code 301 (State's Attorneys Appellate Service Commission to 2 Ill. Adm. Code 351 Office of the State's Attorneys Appellate Prosecutor pursuant to Section 5-80(d) of the Illinois Administrative Procedure Act (Ill. Rev. Stat. 1991, ch. 127, par. 1005-80(d)) and the State's Attorneys Appellate Prosecutor's Act (Ill. Rev. Stat. 1991, ch. 14, par. 201 et seq.) at 10 Ill. Reg. 1664)