**Section 601.310 Types of Responses**

a) Upon approval of a request for public records, OAG may either make available the materials, give notice that the material shall be made available upon payment of allowable costs, or give notice of the time and place for inspection of records.

b) A denial of a request for public records shall be made in writing. It shall state the reasons for the denial, including a detailed factual basis for the application of any exemption claimed, and the names and titles or positions of individuals responsible for the decision. It shall also give notice of the requester's right to review by the Public Access Counselor established in the Office of the Attorney General and the requester's right to judicial review under Section 11 of FOIA.

c) Failure to respond to a written request within five business days after receipt will be considered by the requester a denial of the request.

(Source: Amended at 34 Ill. Reg. 11459, effective August 13, 2010)