**Section 625.35 Responses to Requests for Public Records**

a) The Freedom of Information Officer will respond to a written request for public records within 7 working days after the receipt of such request.

b) The Freedom of Information Officer shall respond to a written request for public records by taking one or more of the following actions:

1) Approval of the request;

2) Approve in part and deny in part;

3) Provide notification that an extension of 7 working days will be required, giving reasons why the extension is necessary; or

4) Deny the request.

c) Upon approval of a request for public records, the Freedom of Information Officer may either provide the materials immediately, give notice that the materials shall be made available upon payment of reproduction costs or give notice of the time and place for inspection of records.

d) A denial of request for public records shall be made in writing. It shall state the reason for the denial and the names and titles of individuals responsible for the decision. It shall also give notice of the requestor's right to appeal directly to the Comptroller as specified in Section 625.45 of this Part.

e) Categorical requests creating an undue burden upon the Office of the Comptroller shall be denied only after extending to the requester an opportunity to confer in an attempt to reduce the request to manageable proportions.

f) Failure to respond to a written request within 7 working days may be considered to be a denial of the request.

(Source: Amended at 25 Ill. Reg. 8139, effective June 22, 2001)