**Section 701.90 Denial Of Request For Information**

a) The Department may deny requests for inspection or copies of public records in accordance with the provisions of Sections 701.30 and 701.40.

b) The denial of the request shall be in writing, signed by the FOI Officer and sent by certified mail to the requestor. The notice of denial shall include:

1) Description of the information which is being denied.

2) *Names and titles or positions of persons responsible for the denial* (Section 9(a) of the FOIA).

3) *Reason for the denial* (Section 9(a) of the FOIA);

4) A statement advising the requestor of the right to appeal the denial to the Director of the Department in accordance with the procedures set forth in Section 701.100.