**Section 801.301 Timeline for Department Response**

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

b) The Department may give notice of extension of time to respond which does not exceed an additional 7 working days. Such an extension is allowable only if written notice is provided within the original 7 working day time limit and only for the reasons provided in Section 3(d) of the FOIA. Such notice of extension shall state the reasons why the extension is necessary.