**Section 1101.250 Timeline for Department Response**

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

b) The Department may give notice of an extension of time to respond that does not exceed an additional seven working days. Such an extension is allowable only if written notice is provided within the original seven working day time limit and only for the reasons provided in Section 3(d) of the FOIA [5 ILCS 140/3(d)]. Such notice of extension shall state the reasons why the extension is necessary and the date when the records will be available or denial will be forthcoming.

(Source: Amended at 25 Ill. Reg. 674, effective January 1, 2001)