**Section 1176.200 Timelines for Department Response**

a) The Department's Office of Press/Communications shall respond in writing to a written request for public records within 7 working days after the receipt of such request.

b) The Office of Press/Communications may give notice of an extension of time to respond that 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 FOIA [5 ILCS 140/3(d)]. Such notice of extension shall state the reasons why the extension is necessary and the date by which the records will be available or denial will be forthcoming.

(Source: Amended at 24 Ill. Reg. 13658, effective August 24, 2000)