**Section 1176.300 Appeal of a Denial**

a) A requestor, whose request has been denied by the Chief, Office of Press/Communications, may appeal the denial to the Secretary of the Department. The appeal must be postmarked within 10 working days after the denial. The notice of appeal shall be made in writing to:

 Secretary

 Department of Human Services

 100 South Grand Ave. East

 Springfield, Illinois 62762

 ATTN: FOIA Appeal

b) The notice of appeal shall include a copy of the original request, a copy of the denial received by the requestor, and a statement of the reasons why the appeal should be granted.

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