**Section 1676.320 Categories of Commission Responses**

a) The Commission shall respond to a request for public records in one of three ways:

1) Approve the request.

2) Approve in part and deny in part.

3) Deny the request.

b) When a request for public records has been approved, the Commission may give notice that the requested material will be made available upon payment of reproduction costs, or give notice of the time and place for inspection of the requested material.

c) A denial of a request for public records shall be made in writing. It shall state the reasons for the denial in accordance with either Section 3(f) or Section 7 of the FOIA and the names and titles of persons responsible for the decision to deny the request. The denial shall also inform the requestor of the right to appeal to the Executive Director of the Illinois Civil Service Commission.

d) Categorical requests that place an undue burden on the Commission shall be denied only after extending to the requestor an opportunity to confer in an attempt to reduce the request to manageable proportions in accordance with Section 3(f) of the FOIA.

e) Failure to respond to a written request within seven working days may be considered by the requestor as a denial of the request.