**Section 1676.410 Appeal of a Denial**

a) A requestor whose request for public records has been denied by the Freedom of Information Officer may appeal the denial to the Executive Director. The notice of appeal shall be in writing and shall be addressed to:

Executive Director

Illinois Civil Service Commission

425½ South Fourth Street

Springfield, Illinois 62701

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 written statement setting forth the reasons why the requestor believes the appeal should be granted.