**Section 2301.310 Timeline for Agency Response**

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

b) The Agency may give notice of an extension of time to respond which 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. Such notice of extension shall state the reasons why the extension is necessary.