**Section 2650.300 Responses to Requests for Public Records**

The Information Officer shall respond to all written requests for public records within seven working days after the receipt of such requests. Failure to respond to requests within seven working days may be considered a denial of the request by the requester. Such response shall be in the form of:

a) compliance with the request as set forth in Section 2650.310; or

b) denial of the request as set forth in Section 2650.320; or

c) compliance with part, and denial of part of a request as set forth in Section 2650.330; or

d) notice to the requester that an additional seven working days are needed to respond to the request, as set forth in Section 2650.340.