**Section 2925.335 Types of Authority Responses**

a) The Authority 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) Upon arrival of a request for public records, the Authority will either give notice that the materials shall be made available upon payment of reproduction costs or give notice of the time and place for inspection of records.

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 individuals responsible for the decision. It shall also give notice of the Requestor's right to appeal to the Executive Director of the Authority.

d) Categorical requests creating an undue burden upon the Authority 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 7 business days may be considered by the Requestor a denial of the request.

f) Notices of denial shall be maintained in the IDFA office in Chicago, Illinois.