**Section 2925.345 Appeal Procedure**

a) Any person requesting a record who has been denied access by the Freedom of Information Officer may appeal such denial to the Executive Director pursuant to Section 10 of the FOIA.

b) The appeal request must be in writing and addressed to the Executive Director, Suite 980, 2 N. LaSalle Street, Chicago, Illinois 60602-9897. It shall contain a copy of the original request, a copy of the denial received by the requestor, and a statement of the reasons why the appeal should be granted.