**Section 5025.160 Denial of Requests**

A denial of a request for access to public records shall be made by the Freedom of Information Officer by letter mailed to the person submitting the request. The letter shall state the reasons for the denial and the names and titles of each person responsible for the denial and shall give notice of the right to appeal the denial. Failure of the Freedom of Information Officer to respond to a request for access to public records within 7 working days after its receipt shall be considered a denial of the request.