**Section 5151.30 Public Records Officers**

a) There shall be one public records officer on each campus of the University of Illinois. The public records officers are responsible for ensuring appropriate University response to requests for access to records under the Illinois Freedom of Information Act and the State Records Act. The designation of public records officers shall not be construed to prohibit officials who have in the past been authorized to make records or information available to the public from continuing to do so.

b) Public records officers shall:

1) Implement these rules governing access to public records.

2) Coordinate the efforts of other University employees under the State Records Act, the Freedom of Information Act and these rules.

3) Maintain and make available for public inspection the list of types or categories of records described in Section 5151.40 of these rules.

4) Assist the public in identifying requested records.

5) Extend the time for acting on a request, if necessary, for any of the reasons specified in Section 3 of the Freedom of Information Act.

6) After records are located and reviewed, make the records available for inspection or deny access to the records in whole or in part.

7) Explain in writing the reasons for denial of access, the names and titles of persons responsible for denial and inform the requester of his or her right to appeal to the President of the University.

8) Upon request for a copy of a record which is subject to public inspection, make a copy available upon compliance with fee and copyright requirements.

9) Upon request certify that a copy is a true copy.

10) Upon failure to locate records state that the University is not the custodian for such records or that the records cannot be found after diligent search.

11) Maintain in the Office of the Public Records Officer a public file of denials indexed according to type of record requested and type of exemption asserted by the University.