**Section 351.310 Types of Commission Responses**

a) The Commission 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 approval of a request for public records, the Commission may either make available the materials, give notice that the materials shall be made available upon payment of allowable 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 Director of the Commission.

d) Categorical requests creating an undue burden upon the Commission 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 working days will be considered by the requestor a denial of the request.

(Source: transferred from 2 Ill. Adm. Code 301 (State's Attorneys Appellate Service Commission to 2 Ill. Adm. Code 351 Office of the State's Attorneys Appellate Prosecutor pursuant to Section 5-80(d) of the Illinois Administrative Procedure Act (Ill. Rev. Stat. 1991, ch. 127, par. 1005-80(d)) and the State's Attorneys Appellate Prosecutor's Act (Ill. Rev. Stat. 1991, ch. 14, par. 201 et seq.) at 10 Ill. Reg. 1664)