**Section 500.245 Requests for Records that OSAD Considers Unduly Burdensome**

a) *OSAD will fulfill requests calling for all records falling within a category unless compliance with the request would unduly burden OSAD, there is no way to narrow the request, and the burden on OSAD outweighs the public interest in the information. Before invoking this exemption, OSAD will extend to the requester an opportunity to confer with it in an attempt to reduce the request to manageable proportions.* (Section 3(g) of FOIA)

b) If OSAD determines that a request is unduly burdensome, *it shall do so in writing, specifying the reasons why it would be unduly burdensome and the extent to which compliance will so burden the operations of OSAD. Such a response shall be treated as a denial of the request for information.* (Section 3(g) of FOIA)

c) *Repeated requests for records that are unchanged or identical to records previously provided or properly denied under this Part from the same person shall be deemed unduly burdensome.* (Section 3(g) of FOIA)