**Section 526.130 Processing Requests**

a) Referral to appropriate employee. The Public Information Officer shall make and retain a copy of each request and forward it to the person or persons within the Office of the Lieutenant Governor having primary responsibility for the record requested. Within 7 working days after receipt of an identifiable request, the office shall determine whether to comply with or deny the request and shall so notify the requester.

b) Extension of time. In unusual circumstances as specified in Section 3(d) of the Freedom of Information Act (the Act), the Office of the Lieutenant Governor may extend the time for initial determination on requests up to a total of 7 additional working days. A written notice to the requester that sets forth the reason for the extension and the approximate date that either compliance or denial can be expected will be sent by the Public Information Officer within the original 7 working day period.

c) Delay treated as a denial. If no determination has been made at the end of the 7 working day period, or at the end of the 14th working day in the event that an extension of time under Section 3(d) of the Act is utilized, the requester may deem the request denied.

(Source: Amended at 32 Ill. Reg. 13210, effective August 1, 2008)