**Section 701.70 Time Frame For Department Response**

a) The Department shall *comply with or deny a written request for* inspection or copies of *public records within seven (7) working days after receipt* of such request, unless the requestor is notified of an extension of the time period (Section 3(c) of the FOIA).

b) The Department may extend the time period for responding to a requestor. An extension of time to respond will not exceed seven (7) additional working days. Such an extension of time is allowable only if written notice is provided the requestor within the seven (7) original working day limit and only for the reasons provided in Section 3(d) of the FOIA. Such notice shall state the *reasons why the delay is necessary and the date by which records will be available or denial will be forthcoming* (Section 9 of the FOIA).