**Section 775.90 Denial of Request for Information**

a) When a request for information must be denied, the FOIA Officer shall notify the person who made the request of the denial, including the reason(s) for denial, the name(s) and title(s) of any persons responsible for the decision to deny the request, and the right of appeal and the procedures by which to appeal the denial. Notification of denial shall be written and shall include any legal references used as justification and shall demonstrate that due consideration was given to the spirit of the Freedom of Information Act.

b) *Repeated requests for the same public records by the same person shall be deemed unduly burdensome* and shall be rejected.

c) Copies of all denials made under terms of the Freedom of Information Act shall be retained in the office of the FOIA Officer, organized both by the type of exemption claimed and, as far as possible, by the type of materials requested. The file of denied requests shall be open to inspection by the public.

(Source: Former Section 775.90 renumbered to Section 775.100, new Section 775.90 adopted at 8 Ill. Reg. 17275, effective September 21, 1984)