**Section 851.50 Appeal Procedure**

a) When a request for public records has been fully or partially denied, the requestor may appeal the denial to the Director. Notice of the appeal shall be made in writing to:

Director

Illinois Department of Corrections

1301 Concordia Court

P.O. Box 19277

Springfield, Illinois 62794-9277

Attention: FOIA Appeal

b) The notice of appeal shall include:

1) Copies of the original request and, if available, the Department's notice of denial; and

2) A brief statement by the requestor as to the reasons the appeal should be granted.

c) The Director or his designee shall respond within seven working days. The Director or his designee shall either affirm the denial as to all or part of the records or shall determine that the records are available for inspection and copying. If the Director or his designee does not respond to the notice of appeal within seven working days after its receipt, the requestor may consider his appeal to have been denied.

d) If the appeal to the Director is denied, the requestor may file for judicial review of the Department's decision.

(Source: Amended at 12 Ill. Reg. 22174, effective January 1, 1989)