**Section 876.301 Timeline for Department Response**

a) The Department shall respond to a written request for public records under the Act within 7 working days after the receipt of such request.

b) The Department shall give written notice of an extension of time to respond which does not exceed an additional 7 working days, if an extension is deemed necessary under Section 3(d) of the Act. The notice shall be provided within the original 7 working day time limit and shall state the reasons the extension is deemed necessary.