**Section 901.60 Types of Department Responses**

a) The Department shall respond to a request for public records as follows:

1) Approve the request.

A) The Department may provide the materials immediately;

B) The Department may give notice that the materials shall be made available upon payment of reproduction costs; or

C) The Department may give notice of the time and place for inspection of records.

2) Approve In Part and Deny In Part the Request.

3) Deny the Request.

A) The Department shall deny the request in writing; however, failure to respond to a written request within seven (7) working days may be considered by the requestor a denial of the request.

B) The Department shall state the reasons for the denial as allowable under terms of the FOIA.

C) The Department shall give notice to the requestor that he/she has a right to appeal to the Director of the Department.

b) The Department shall deny categorical requests creating undue burden on the Department; but only after extending to the requestor an opportunity to confer in an attempt to reduce the request to manageable proportions.