**Section 1400.200 Timeline for Department Response**

a) The Department shall respond to a written request for public records within 7 working days after the receipt of such request by the Freedom of Information Officer.

b) In the event that the Department cannot respond to the request for public records within 7 working days for one of the reasons provided in Section 3(d) of the FOIA [5 ILCS 140/3(d)], the Department shall have an additional 7 working days in which to respond. The Department shall give the requestor notice of the extension of time. Such notice of extension shall set forth the reasons why the extension is necessary.