**Section 1400.300 Appeal of a Denial**

a) A requestor whose request for public records has been denied by the Freedom of Information Officer may appeal the denial to the Director of the Department. The notice of appeal shall be made in writing and addressed to the Director at the Department's Chicago office. The appeal shall be prominently marked "FOIA Appeal" on both the letter and the envelope.

b) The notice of appeal shall include a copy of the original request, a copy of the denial received by the requestor or a statement that the Department failed to respond to the requestor within 7 working days, and a written statement setting forth the reasons why the requestor believes the appeal should be granted as a matter of law or fact.