**Section 1651.310 Timeline for Board Response**

a) The Board shall respond to a written request for public records within seven working days after receipt of such request.

b) In the event that the request for public records cannot be responded to within seven days for one one of the reasons provided in Section 3(d) of the FOIA, the Board shall have an additional seven working days in which to respond. The Board shall give the requestor notice of the extension of time to respond. Such notice of extension shall set forth the reasons why the extension is necessary.