**Section 1770.260 Denial of Request for Information**

a) The Authority may deny requests for inspection or copies of public records in accordance with the provisions of Sections 1770.210.

b) The denial of the request shall be in writing, signed by the Executive Director of the Authority and sent by certified mail to the requestor. The notice of denial shall include:

1) Description of the information which is being denied.

2) *Names and titles or positions of persons responsible for the denial* [5 ILCS 140/9(a)].

3) *Reason for the denial* [5 ILCS 140/9(a)].

4) A statement advising the requestor of the right to appeal the denial to the Executive Director of the Authority in accordance with the procedures set forth in Section 1770.280.