**Section 2501.40 Board's Response to Request**

a) The appropriate Labor Relations Board to which a written request for access to records has been made under Section 2501.30 of this Part will respond to the request within 7 working days after its receipt unless, within that period, the Board notifies the requester that it will require an extension of up to 7 additional working days. A notice of such an extension shall state the reasons why the extension is needed.

b) If the Board, through its staff, approves a request for public records, it will notify the requester when the records will be made available for inspection. If the request is for copies of records, the copies shall be provided after the requester has tendered payment in full to the appropriate Board for the applicable copying fees specified in Section 2501.70 of this Part.

c) If the Board, through its staff, denies in whole or in part a written request for records, notice of the denial shall be given in writing stating the reasons therefor. The notice shall also identify by name and title the staff person(s) responsible for the denial, and shall advise the requester that the denial may be appealed to the Board. If the denial goes to only a portion of the requested records, the notice shall advise how and when the request will otherwise be granted. A categorical request for records which is unduly burdensome to the Board will be denied only after affording the requester an opportunity to confer and to narrow the request to manageable proportions.

d) The appropriate Board's failure to respond to a request within the period of time prescribed in Section 2501.40(a) of this Part may be treated by the requester as a denial of the request.

(Source: Amended at 20 Ill. Reg. 7384, effective May 10, 1996)