**Section 2650.320 Denial of Requests**

The Information Officer shall deny requests for public records by giving written notice to the requester of the decision to deny the request, the specific reasons for denial, and the names and titles of individuals responsible for the denial. That notice shall inform the requester of the right to appeal that denial to the Chairman. Categorical requests creating an undue burden on the Authority's office shall be denied only after extending to the requester an opportunity to confer with the Information Officer in an attempt to reduce the request to manageable proportions.