**Section 2650.340 Notice of Additional Time for Compliance**

If additional time is needed to respond to a request for public records for any of the reasons specified in Section 3 of The Freedom of Information Act, the Information Officer shall notify the requester in writing of the reasons for the delay and the date by which a final response will be forthcoming. The delay shall not last longer than seven working days, and within those seven working days the officer shall either comply with the request as set forth in Section 2650.310, deny the request as set forth in Section 2650.320, or comply with part of the request and deny part of the request as set forth in Section 2650.330.