**Section 2650.400 Procedures for Appeal**

a) A requester whose request for public records has been denied by the Information Officer may appeal the denial to the Chairman. Such an appeal shall be perfected by sending written notice of appeal to the Attorney General of the State of Illinois, Attention: FOIA Appeal, at the address specified in Section 2650.60.

b) The notice of appeal shall include a copy of the original request, a copy of the denial received by the requester, and a statement of the reasons why the appeal should be granted.