**Section 3001.200 Timeline for Freedom of Information Officer's Response**

a) *The* Freedom of Information Officer *shall respond to a written request for public records within 7 working days after the receipt of such request* pursuant to Section 3(c) of FOIA.

b) The Freedom of Information Officer will *either comply with or deny a written request for public records within 7 working days after its receipt*. The Freedom of Information Officer may extend the 7 day period an additional 7 working days for any of the reasons specified in Section 3(d)(i)-(vii) of FOIA. The Freedom of Information Officer will *notify by letter the person making the written request within 7 working days (after receipt of the request) of the reasons for the delay and the date by which the records will be made available or denial will be forthcoming*. [5 ILCS 140/3(c)]