**Section 3001.310 Executive Director's Response to Appeal**

a) Upon receipt of the notice of appeal the Executive Director shall review the public record requested and shall determine whether such record is available for public inspection and copying. The Executive Director *shall notify the person making the appeal of such determination within 7 working days after the notice of appeal* is received, pursuant to Section 10(a) of FOIA.

b) If the Executive Director determines the public record is exempt from public inspection the Executive Director *shall notify the requestor in writing of the denial and the reasons for the denial and shall inform the requestor of his/her rights to judicial review under Section 11 of FOIA* [5 ILCS 140/9(a)].