**Section 3300.210 Timeliness for Commission Response**

a) The Commission shall respond to written request for public records within 7 working days after receipt of the request.

b) In the event that the request for public records cannot be responded to within 7 working days for one of the reasons provided in Section 3(d) of the Freedom of Information Act, the Commission shall have an additional 7 working days in which to respond. The Commission shall give the requestor notice of the extension of time to respond. The notice of extension shall set forth the reasons why the extension is necessary.