**Section 3300.220 Types of Commission Responses**

a) The Commission shall respond to a request in three ways:

1) The request may be granted; in which case the material requested will be sent, written notice will be sent stating materials will be made available upon receipt of reproduction costs, or written notice will be sent indicating the time and place for inspection of the records.

2) The request may be denied, in which case the requesting individual will be sent a letter stating the reason for the denial in accordance with either Section 3(f) or Section 7 of the Freedom of Information Act and the names and titles of those responsible for the decision to deny the request. The denial shall also include information pertaining to the right to appeal the decision to the Director of the Illinois Deaf and Hard of Hearing Commission.

3) The request may be approved in part and denied in part, in which case subsection (b)(1) and (2) will be followed, as appropriate.

c) Any request that creates an undue burden on Illinois Deaf and Hard of Hearing Commission will be denied. However, prior to denial, an attempt will be made to confer with the requesting individual to reduce the amount of information to a manageable level in accordance with Section 3(f) of the Freedom of Information Act.

d) Failure of the Commission to respond to a written request within 7 working days may be considered by the requestor as a denial of the request and the requestor can appeal to the Director of the Illinois Deaf and Hard of Hearing Commission.