**Section 3400.130 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 a request pursuant to Section 3(a) of the Illinois Freedom of Information Act (FOIA) [5 ILCS 140/3(a)].

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)(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.