**Section 5001.300 Agency Response**

a) The Agency shall respond to a written request for public records within the timeline provided in Section 3, Section 3.1 or Section 3.6 of the FOIA, as applicable. The timeline shall begin on the day after the request is received by an Agency employee, regardless of whether the written request is submitted in accordance with the provisions of Section 5001.200(a) of this Part. The Agency may avail itself of all extensions of time and exceptions set forth in the FOIA.

b) If the request is approved, then the Agency shall:

1) make available the records;

2) give notice that the material shall be made available upon payment of any fees charged pursuant to Section 5001.510 of this Part;

3) give notice of the time and place for inspection of the materials requested; or

4) provide the website address where the records may be accessed.

c) If the request is deemed "voluminous", as defined in Section 2(h) of the FOIA, then the Agency shall respond in a manner set forth in Section 3.6 of the FOIA.

d) A written request from the Agency to the requester for additional information provided within the timelines specified in Section 3, Section 3.1 or Section 3.6 of the FOIA shall be considered a response to the FOIA request.

e) An individual or entity whose request for public records has been denied by the Agency may seek a review of that decision by the Public Access Counselor in accordance with the provisions of Section 9.5 of the FOIA.

(Source: Amended at 39 Ill. Reg. 2213, effective January 21, 2015)