**Section 6000.250 Response**

The Freedom of Information Officer shall respond to each request for access to public records within five business days after its receipt, unless the response time is extended for an additional period of not more than five business days [5 ILCS 140/3]. The response shall be by letter mailed to the person making the request and shall approve the request in its entirety, approve the request in part and deny it in part, or deny the request in its entirety. If the request is denied, the letter shall state the reasons for the denial and the names and titles of each person responsible for the denial. Each notice of denial shall also inform the requestor of the right to judicial review and review by the Public Access Counselor.

(Source: Amended at 34 Ill. Reg. 5615, effective April 1, 2010)