**Section 2520.760 Plans**

a) Adoption and Maintenance – Every agency shall develop and adopt a plan conforming to the requirements of this Section, and shall review and update the plan at the beginning of each State fiscal year.

b) Filing and Approval – By September 1 of each year, every agency shall file with the Department a complete copy of its plan, including any amendments or additions made for that year. If an agency submits a written request for an extension before September 1, the Director may grant an extension of up to 30 days. The request for an extension should state the reason for the extension. The Department will review each agency's plan to determine if it complies with the requirements of this Section. The Department may confer with representatives of the agency and request further information to make this determination. The agency may make revisions to its plan as suggested by the Department to achieve compliance. Within 45 days after receipt of the plan, the Director shall provide to the agency's Chief Executive Officer either a statement indicating that the plan satisfies the requirements of this Section or a statement specifying any deficiencies and the measures necessary to achieve compliance. If, within 30 days thereafter, the agency fails to correct any deficiencies noted by the Director, the Director shall invoke the sanctions provided in Section 2520.797 for agency noncompliance.

c) Modifications – After an agency's plan has been approved by the Director, an agency may modify its plan by filing, with the Department, a copy of the proposed modifications together with a written statement outlining the modifications and the reasons for the modification. The modifications shall be reviewed by the Department and approved or disapproved in the same manner as provided in subsection (b).

d) Contents – Every agency's plan shall include the items specified, and be organized as indicated, in Appendix A.

e) Guidelines and Assistance – The Department may promulgate and distribute to agencies manuals and guidelines for the preparation of plans. Agencies may also obtain technical assistance by accessing the Department's website at http://www2.illinois.gov/dhr/pages/liaison.aspx.

f) Public Disclosure – Upon request, a State agency shall make available for public inspection during normal business hours a copy of its current plan.

(Source: Amended at 36 Ill. Reg. 8699, effective June 1, 2012)