**Section 200.30 Procedure for response**

a) The Bureau shall respond to a written request for public records within 7 working days after receipt of the request.

b) If the request cannot be responded to within 7 working days for one of the reasons provided in Section 3(d) of the Act, the Bureau shall have an additional 7 working days in which to respond. Within the initial 7 day period the Bureau shall give the requestor written notice of the extension of time to respond. Such notice shall set forth the reasons why the extension is necessary.