**Section 200.40 Response to the request**

a) The Bureau shall respond to request for public records by approving the request, by denying the request or by approving it in part and denying it in part.

b) When a request for public records has been approved, the Bureau may give notice that the requested material will be made available upon payment of reproduction costs, or give notice of the time and place for inspection of the requested material.

c) A denial of a request for public records shall be made in writing. It shall state the reasons for the denial in accordance with either Section 3(f) or Section 7 of the Act and the names and titles of persons responsible for the decision to deny the request. The denial shall also inform the requestor of the right to appeal to the Chairman of the Board of the Legislative Reference Bureau.

d) Categorical requests that place an undue burden on the Bureau shall be denied only after extending the requestor an opportunity to confer in an attempt to reduce the request to manageable proportions in accordance with Section 3(f) of the Act.

e) Failure to respond to a written request within 7 working days may be considered by the requestor as a denial of the request.