**Section 1376.140 Time Table for Department Response**

a) The Department shall respond to a written request for public records within seven (7) working days after receipt of such by the Freedom of Information Officer.

b) The Department may give notice of an extension of time to comply; however, this time cannot exceed an additional seven (7) working days.

1) This extension is allowable only for the reasons as set forth in the FOIA; and

2) A notice of extension must state the reasons why, in accordance with terms and conditions of the FOIA, the extension is deemed necessary.