

29 C.F.R. § 1610.10

Responses: Form and content.

- (a) *In general.* The Commission, to the extent practicable, will communicate with requesters having access to the Internet electronically, such as email or web portal.
- (b) *Acknowledgments of requests.* The Commission must acknowledge the request in writing and assign it an individualized tracking number if it will take longer than 10 working days to process. The Commission must include in the acknowledgment a brief description of the records sought to allow requesters to more easily keep track of their requests.
- (c) *Estimated dates of completion and interim responses.* Upon request, the Commission will provide an estimated date by which it expects to provide a response to the requester. If a request involves a voluminous amount of material, or searches in multiple locations, the Commission may provide interim responses, releasing the records on a rolling basis.

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