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## 45 C.F.R. § 1148.6

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### How will I receive responses to my requests?

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- (a) *In general.* The Arts Endowment, 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 Arts Endowment will acknowledge the request in writing and assign it an individualized tracking number if it will take longer than 10 working days to process. The Arts Endowment will 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 Arts Endowment will provide an estimated date by which the Arts Endowment expects to provide a response to the requester. If a request involves a voluminous amount of material, or searches in multiple locations, the Arts Endowment may provide interim responses, releasing the records on a rolling basis.

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