

## 45 C.F.R. § 1171.7

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### Timing of responses to requests.

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- (a) *In general.* The NEH customarily will respond to requests according to their order of receipt. In determining which records are responsive to a request, the NEH will include only those records in its possession as of the date it begins its search for records. If any other date is used, the NEH will inform the requester of that date.
- (b) *Timing for initial response.* Ordinarily, the NEH will determine whether to grant or deny a request for records within twenty (20) days (weekends and Federal holidays excluded) of when the NEH receives a request.
- (c) *Tolling of time limits.* The NEH may toll the 20-day time period to:
- (1) Make one request for information it reasonably requests from the requester; or
  - (2) Clarify the applicability or amount of any fees, if necessary, with the requester.

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