(II)   THE CUSTODIAN WAIVES THE REQUIREMENT FOR A WRITTEN APPLICATION.

[(2)] (3)   If the individual to whom the application is submitted is not the custodian of the public record, within 10 working days after receiving the application, the individual shall give the applicant:

(i)   notice of that fact; and

(ii)   if known:

1.   the name of the custodian; and

2.   the location or possible location of the public record.

(4)   WHEN AN APPLICANT REQUESTS TO INSPECT A PUBLIC RECORD AND A CUSTODIAN DETERMINES THAT THE RECORD DOES NOT EXIST, THE CUSTODIAN SHALL NOTIFY THE APPLICANT OF THIS DETERMINATION:

(I)   IF THE CUSTODIAN HAS REACHED THIS DETERMINATION UPON INITIAL REVIEW OF THE APPLICATION, IMMEDIATELY; OR

(II)   IF THE CUSTODIAN HAS REACHED THIS DETERMINATION AFTER A SEARCH FOR POTENTIALLY RESPONSIVE PUBLIC RECORDS, PROMPTLY AFTER THE SEARCH IS COMPLETED BUT NOT TO EXCEED 30 DAYS AFTER RECEIVING THE APPLICATION.

(5)   WHEN AN APPLICATION DOES NOT REASONABLY DESCRIBE A PUBLIC RECORD BECAUSE THE APPLICATION IS DEEMED BY A CUSTODIAN TO BE VAGUE OR AMBIGUOUS OR OVERLY BROAD, THE CUSTODIAN SHALL NOTIFY THE APPLICANT OF THIS CONCLUSION:

(I)   IF THE CUSTODIAN HAS REACHED THIS CONCLUSION UPON INITIAL REVIEW OF THE APPLICATION, IMMEDIATELY; OR

(II)   IF THE CUSTODIAN HAS REACHED THIS CONCLUSION AFTER A SEARCH FOR POTENTIALLY RESPONSIVE PUBLIC RECORDS, PROMPTLY AFTER THE SEARCH IS COMPLETED BUT NOT TO EXCEED 30 DAYS AFTER RECEIVING THE APPLICATION.

(b)   (1)   [Within 30 days after receiving an application, the] THE custodian shall grant or deny the application PROMPTLY, BUT NOT TO EXCEED 30 DAYS AFTER RECEIVING THE APPLICATION.

(2)   A custodian who approves the application shall produce the public record immediately or within the reasonable period that is needed to retrieve the public record, but not to exceed 30 days after receipt of the application.

(3)   A custodian who denies the application shall:

(i)   immediately notify the applicant;

(ii)   within 10 working days, give the applicant a written statement that gives: