

**22.4 Public records requests.**

The rights of persons under [this chapter](#) may be exercised under any of the following circumstances:

1. In person, at any time during the customary office hours of the lawful custodian of the records. However, if the lawful custodian does not have customary office hours of at least thirty hours per week, such right may be exercised at any time from 9:00 a.m. to noon and from 1:00 p.m. to 4:00 p.m. Monday through Friday, excluding legal holidays, unless the person exercising such right and the lawful custodian agree on a different time.

2. In writing, by telephone, or by electronic means. The lawful custodian of the records shall post information for making such requests in a manner reasonably calculated to apprise the public of that information.

[C71, 73, 75, 77, 79, 81, §68A.4]

[84 Acts, ch 1185, §3](#)

C85, §22.4

[2020 Acts, ch 1103, §33, 51](#)

Referred to in [§8A.341](#)