

201—5.3(17A,22) Requests for access to records.

5.3(1) Location of record. A request for access to a record should be directed to the office where the record is kept:

a. Records of current inmates are maintained at the inmates' place of confinement. Such requests should be directed to the Records Office at:

Iowa State Men's Reformatory
Box B
Anamosa, Iowa 52205
(319)462-3504

Mount Pleasant Correctional Facility
Medium Security Unit
Mount Pleasant, Iowa 52641
(319)385-9511

Clarinda Correctional Facility
Box 1338
Clarinda, Iowa 51632
(712)542-5634

Correctional Release Center
Box 218
Newton, Iowa 50208
(515)792-7552

Iowa State Penitentiary
31 Avenue G
Box 316
Fort Madison, Iowa 52627
(319)372-5432

Iowa Medical and Classification Center
Box A
Oakdale, Iowa 52319
(319)626-2391

Iowa Correctional Institution for Women
300 Elm Avenue, S.W.
P.O. Box 700
Mitchellville, Iowa 50169
(515)967-4236

North Central Correctional Facility
P. O. Box 313, Lanedale
Rockwell City, Iowa 50579
(712)297-7521

If the requester does not know the current place of confinement, the request for a record should be directed to the Iowa Medical and Classification Center as previously listed.

b. Records of former inmates and other individuals served by the department's division of institutions should be directed to records office at the Iowa Medical and Classification Center as previously listed.

c. Requests for other records, including administration or operation, should be directed to the Director, Department of Corrections, Capitol Annex, East 12th and Des Moines Streets, Des Moines, Iowa 50319, (515)281-4811.

5.3(2) Office hours. Open records shall be made available during all customary office hours, which are 8 a.m. to 4 p.m., Monday through Friday, excluding legal holidays.

5.3(3) Request for access. Requests for access to records may be made in writing, in person, or by telephone if the request is for open record information. Requests shall identify the particular records sought by name or description in order to facilitate the location of the record. Mail requests shall include the name, address, and telephone number of the person requesting the information. A person shall not be required to give a reason for requesting an open record.

5.3(4) Response to requests. The custodian is authorized to grant or deny access to the record according to the provisions of Iowa Code chapter 22, sections 904.601, 904.602, 904.603, and this chapter. The decision to grant or deny access may be delegated to one or more designated employees. Unless the size or nature of the request requires time for compliance, the agency shall comply with the request as soon as feasible. However, access to such a record may be delayed for one of the purposes authorized by Iowa Code section 22.8(4) or 22.10(4). The agency shall promptly inform the requester of the reason for the delay. A request to review a confidential record shall be in writing. A person requesting access to such a record may be required to complete department of corrections Form No. IN-V-24-F-1 enumerating the specific grounds justifying access to the confidential record and to provide any proof necessary to establish relevant facts, request prior to receiving access to the record.

5.3(7) Fees.

c. Supervisory fee. An hourly fee may be charged for actual agency expenses in supervising the examination and copying of requested records when the supervision time required is in excess of five minutes. The custodian shall prominently post in agency offices the hourly fees to be charged for supervision of records during examination and copying. That hourly fee shall not be in excess of the hourly wage of an agency employee who ordinarily would be appropriate and suitable to perform this supervisory function.