

681—17.3(22) Requests for access to records.

17.3(1) *Location of record.* A request for access to a record should be directed to the office where the record is kept. If the location of the record is not known by the requester, the request shall be directed to Executive Director, State Board of Regents, Old Historical Building, Des Moines, Iowa 50319. The board of regents will forward the request to the appropriate person.

17.3(2) *Office hours.* Open records shall be made available during all customary office hours, which are from 8 a.m. to 4:30 p.m. daily, excluding Saturdays, Sundays, and legal holidays. Some offices close for the noon hour from approximately 12 noon to 1 p.m. Additionally, some office hours may conclude at 4 p.m. during the summer.

17.3(3) *Request for access.* Requests for access to records may be in writing or in person. The agency may accommodate telephone requests. 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.

17.3(7) *Fees.*

c. Supervisory fee. An hourly fee may be charged for actual agency expenses in supervising the examination and copying of requested records. 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 compensation of an agency clerical employee who ordinarily would be appropriate and suitable to perform this supervisory function.