

701—2505.3(17A,22) Requests for access to records.**2505.3(3) *Request for access.***

a. Requests for public records. Requests for access to public records maintained by the agency shall be made, whenever possible, by email. Otherwise, requests can be made in writing, in person, by telephone using the agency's telephone number, or through other electronic means made available by the agency. Requests should identify the particular public records sought by name or description in order to facilitate identification of relevant public records. Requests should include the name, address, email, and telephone number of the person requesting the information. A member of the public need not give a reason for requesting public records. For public records requests that involve searches of electronic stores of information, the agency may condition the search on the requester providing search terms for the search.

b. Requests for confidential records. Requests for access to confidential records maintained by the agency shall be made in the same manner as paragraph 2505.3(3)“*a.*” The agency may require the requester to provide additional documentation, including but not limited to proof of identity and authority to secure access to the record. The agency may also require the requester to sign a certified statement or affidavit listing the specific reasons justifying access to the record and provide any proof necessary to establish relevant facts.

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