

501—7.3(17A,22) Requests for access to records.

7.3(1) *Location of record.* In lieu of the words “(insert agency head)”, insert “director”. In lieu of the words “(insert agency name and address)”, insert “Iowa Law Enforcement Academy, P.O. Box 130, Camp Dodge, Johnston, Iowa 50131”.

7.3(2) *Office hours.* In lieu of the words “(insert customary office hours and, if the agency does not have customary office hours of at least thirty hours per week, insert hours specified in Iowa Code section 22.4)”, insert “8 a.m. to 4:30 p.m., Monday through Friday, except for state holidays”.

7.3(3) *Request for access.* In lieu of the first sentence, insert “Requests for access to open records may be made in writing or in person. The office may accommodate telephone requests where appropriate.”

7.3(7) Fees.

c. Supervisory fee. In lieu of the words “(specify time period)”, insert the words “15 minutes”.

d. Search fee. If a request requires research or if the record cannot reasonably be retrieved, the requester will be advised of the fact. Reasonable search fees or retrieval fees may be charged where appropriate.

e. Advance deposits. Reletter paragraph “d” as “e.”