

**904.501 Reports to director.**

The superintendent of each institution shall, within ten days after the commitment or entrance of a person to the institution, cause a true copy of the person's entrance record to be made and forwarded to the director. When an inmate leaves, is discharged, transferred, or dies in any institution, the superintendent or person in charge shall within ten days thereafter send the information to the office of the director on forms which the director prescribes.

[83 Acts, ch 96, §24, 159](#)

CS83, §217A.34

[85 Acts, ch 21, §54](#)

CS85, §246.501

C93, §904.501