ADMINISTRATIVE SERVICES DEPARTMENT[11] [Created by 2003 Iowa Acts, House File 534, section 2]

TITLE I GENERAL DEPARTMENTAL PROCEDURES

CHAPTER 1		
	DEPARTMENT ORGANIZATION	
1.1(8A)	Creation and mission	
1.2(8A)	Location	
1.3(8A)	Director	
1.4(8A)	Administration of the department	
	CHAPTERS 2 and 3	
	Reserved	
	CHAPTER 4	
	PUBLIC RECORDS AND FAIR INFORMATION PRACTICES	
4.1(8A,22)	Definitions	
4.2(8A,17A,22)	Statement of policy, purpose and scope	
4.3(8A,22)	Requests for access to records	
4.4(8A,17A,22)	Access to confidential records	
4.5(8A,17A,22)	Requests for treatment of a record as a confidential record and its withholding from examination	
4.6(8A,22)	Procedure by which a person who is the subject of a record may have additions,	
4.0(0/1,22)	dissents, or objections entered into a record	
4.7(8A,17A,22)	Consent to disclosure by the subject of a confidential record	
4.8(8A,17A,22)	Notice to suppliers of information	
4.9(8A,22)	Disclosures without the consent of the subject	
4.10(8A,22)	Routine use	
4.11(8A,22)	Consensual disclosure of confidential records	
4.12(8A,22)	Release to subject	
4.13(8A,22)	Availability of records	
4.14(8A,22)	Personally identifiable information	
4.14(8A,22) 4.15(8A,22)	Other groups of records	
4.15(8A,22) 4.16(8A,22)	Data processing systems	
4.17(8A,22)	Applicability	
4.18(8A)	Agency records	
	CHAPTER 5	
	PETITIONS FOR RULE MAKING	
5.1(17A)	Petition for rule making	
5.2(17A)	Briefs	
5.3(17A)	Inquiries	
5.4(17A)	Department consideration	
	CHAPTER 6	
	AGENCY PROCEDURE FOR RULE MAKING	
6.1(17A)	Applicability	
6.2(17A)	Advice on possible rules before notice of proposed rule adoption	
6.3(17A)	Public rule-making docket	
6.4(17A)	Notice of proposed rule making	
(F(17A)	Dullia mantialmatian	

Public participation

Regulatory analysis

6.5(17A)

6.6(17A)

6.7(17A,25B)	Fiscal impact statement
6.8(17A)	Time and manner of rule adoption
6.9(17A)	Variance between adopted rule and published notice of proposed rule adoption
6.10(17A)	Exemptions from public rule-making procedures
6.11(17A)	Concise statement of reasons
6.12(17A)	Contents, style, and form of rule
6.13(17A)	Department rule-making record
6.14(17A)	Filing of rules
6.15(17A)	Effectiveness of rules prior to publication
6.16(17A)	General statements of policy
6.17(17A)	Review by department of rules
	CHAPTER 7
	CONTESTED CASES
7.1(8A,17A)	Scope and applicability
7.2(8A,17A)	Definitions
7.3(8A,17A)	Time requirements
7.4(8A,17A)	Requests for a contested case hearing
7.5(8A,17A)	Notice of hearing
7.6(8A,17A)	Presiding officer
7.7(17A)	Waiver of procedures
7.8(8A,17A)	Telephone/video proceedings
7.9(8A,17A)	Disqualification
7.10(8A,17A)	Consolidation—severance
7.10(8A,17A) 7.11(8A,17A)	Pleadings
7.11(8/1,17/1) 7.12(8A,17A)	Service and filing of pleadings and other papers
7.12(8A,17A) 7.13(8A,17A)	Discovery
7.14(8A,17A)	Subpoenas
7.15(8A,17A)	Motions
7.16(8A,17A) 7.16(8A,17A)	Prehearing conference
7.17(17A)	Continuances
7.17(1771) 7.18(8A,17A)	Withdrawals
7.19(8A,17A)	Intervention
7.20(8A,17A)	Hearing procedures
7.20(8A,17A) 7.21(8A,17A)	Evidence
7.22(8A,17A)	Default
7.23(8A,17A)	Ex parte communication
7.24(8A,17A)	Recording costs
7.25(8A,17A)	Interlocutory appeals
7.26(8A,17A)	Decisions Decisions
7.27(8A,17A)	Appeals and review
7.28(8A,17A)	Applications for rehearing
7.29(8A,17A)	Stays of department actions
7.30(8A,17A)	No factual dispute contested cases
7.31(8A,17A)	Emergency adjudicative proceedings
(, - /)	
	CHAPTER 8
	DECLARATORY ORDERS
8.1(17A)	Petition for declaratory order
8.2(17A)	Notice of petition
8.3(17A)	Intervention
8.4(17A)	Briefs

8.5(17A)	Inquiries
8.6(17A)	Service and filing of petitions and other papers
8.7(17A)	Consideration
8.8(17A)	Action on petition
8.9(17A)	Refusal to issue order
8.10(17A)	Contents of declaratory order—effective date
8.11(17A)	Copies of orders
8.12(17A)	Effect of a declaratory order
0.12(1711)	Ziioov oi w wooluluoi j oi woi
	CHAPTER 9
	WAIVERS
9.1(17A,8A)	Definitions
9.2(17A,8A)	Scope
9.3(17A,8A)	Applicability
9.4(17A,8A)	Granting a waiver
9.5(17A,8A)	Filing of petition for waiver
9.6(17A,8A)	Content of petition
9.7(17A,8A)	Additional information
9.8(17A,8A)	Notice
9.9(17A,8A)	Hearing procedures
9.10(17A,8A)	Ruling
9.11(17A,8A)	Public availability
9.12(17A,8A)	Rules from which the department shall not grant waivers
9.13(17A,8A)	Summary reports
9.14(17A,8A)	Cancellation of a waiver
9.15(17A,8A)	Violations
9.16(17A,8A)	Defense
9.17(17A,8A)	Judicial review
	CHAPTER 10
	CHAPTER 10
10.1(0.4)	CUSTOMER COUNCILS
10.1(8A)	Definitions
10.2(8A)	Purpose
10.3(8A)	Utility determination Customer councils established
10.4(8A)	
10.5(8A)	Customer council membership
10.6(8A)	Organization of customer council
10.7(8A)	Powers and duties of customer council
10.8(8A)	Customer input
10.9(8A)	Annual service listing
	CHAPTERS 11 to 19
	Reserved
	TITLE II
	TITLE II INFORMATION TECHNOLOGY
	CHAPTER 20
	INFORMATION TECHNOLOGY GOVERNANCE
20.1(81GA,ch90)	General provisions
20.2(81GA ch00)	Definitions

20.2(81GA,ch90) Definitions

20.3(81GA,ch90) Membership of the board 20.4(81GA,ch90) Compensation of members 20.5(81GA,ch90) Officers of the board

20.6(81GA,ch90) 20.7(81GA,ch90) 20.8(81GA,ch90)	Meetings of the board Correspondence and communications Powers and duties of the board	
CHAPTERS 21 to 24 Reserved		
	CHAPTER 25	
Iì	NFORMATION TECHNOLOGY OPERATIONAL STANDARDS	
25.1(8A)	Definitions	
25.2(8A)	Authority and purpose	
25.3(8A)	Application of standards to participating agencies	
25.4(8A)	Application of standards to nonparticipating entities	
25.5(8A)	Development of operational standards	
25.6(8A)	Waivers of operational standards	
25.7(8A)	Review of operational standards by the public and period of public comment	
25.8(17A)	Petition to initiate review of operational standards	
25.9(8A) 25.10	Adoption of enterprise operational standards Reserved	
25.10 25.11(8A)	Assessment and enforcement of security operational standards	
	CHAPTER 26	
INFORMAT	TION TECHNOLOGY DEVELOPMENT STRATEGIES AND ACTIVITIES	
26.1(8A)	Development strategies and activities	
26.2(8A)	Partnerships with public or private entities	
26.3(8A)	Web-based sponsorships and promotional activities	
26.4(8A)	Scope of applicability	
	CHAPTERS 27 to 34	
	Reserved	
	TITLE III STATE ACCOUNTING	
	CHAPTERS 35 to 39	
	Reserved	
	CHAPTER 40	
	OFFSET OF DEBTS OWED STATE AGENCIES	
40.1(8A)	Definitions	
40.2(8A)	Scope and purpose	
40.3(8A)	Participation guidelines Divises of the agency	
40.4(8A)	Duties of the agency Duties of the department—performance of the offset	
40.5(8A) 40.6(8A)	Multiple claims—priority of payment	
40.7(8A)	Payments of offset amounts	
40.8(8A)	Reimbursement for offsetting liabilities	
40.9(8A)	Confidentiality of information	
	JUDICIAL OFFSET PROCEDURES	
40.10(8A)	Incorporation by reference	
40.11(8A)	Definitions	
40.12(8A)	Applicability and procedure	
40.13(8A)	Notice of offset	
40.14(8A)	Procedure for contesting	

40.4.7.(0.4.)	
40.15(8A)	Postoffset notification and procedure
40.16(8A)	Report of satisfaction of obligations
	CHAPTER 41
	AUDITING CLAIMS
41.1(8A)	General provisions
41.2(8A)	Official travel
41.3(8A)	Temporary duty assignment
41.4(8A)	Authorization for travel
41.5(8A)	Mode of transportation
41.6(8A)	Subsistence allowance
41.7(8A)	Miscellaneous expense
41.8(8A)	State-owned vehicle
	OV. 1 P. P. 12
	CHAPTER 42
42.4(0.1)	ACCOUNTING PROCEDURES OF PUBLIC IMPACT
42.1(8A)	Scope and application
	CHAPTER 43
EMPLOY	YEE PAYROLL DEDUCTIONS FOR CHARITABLE ORGANIZATIONS
43.1(70A)	General provisions
43.2(70A)	Qualifications
43.3(70A)	Enrollment period
43.4(70A)	Certification
43.5(70A)	Payroll system
43.6(70A)	Forms
43.7(70A)	Payee
43.8(70A)	Contribution limits
43.9(70A)	Distribution of literature
43.10(70A)	Number of contributions
43.11(70A)	Cash contributions
43.12(70A)	Terminations
43.13(70A)	Authorization forms
43.14(70A)	State held harmless
43.15(70A)	Remittance
	CHARTED 44
	CHAPTER 44 PROFESSIONAL/TRADE DUES DEDUCTIONS
44.1(70A)	General provisions
44.2(70A)	Qualifications
44.3(70A)	Forms
44.4(70A)	Deduction limits and frequency
44.5(70A)	Distribution of literature
44.6(70A)	Number of contributions
44.7(70A)	Cash contributions
44.8(70A)	Terminations
44.9(70A)	Remittance
44.10(70A)	Solicitation prohibited
44.11(70A)	Annual review of participating employees
, ,	

CHAPTER 45

/15 1/	[81GA,HF748]	\ (-onorol	nromana
4.) 11	01XIA III: /40	Cicliciai	DIOVISIONS
	01 01 1,111 ,	,	P10 11010110

45.2(81GA,HF748) Definitions

45.3(81GA,HF748) Tuition program qualifications

45.4 Reserved

46.1(70A)

45.5(81GA,HF748) Deduction limits and frequency

45.6(81GA,HF748) Distribution of literature

45.7(81GA,HF748) Number of contributions

45.8(81GA,HF748) Cash contributions

45.9(81GA,HF748) Terminations

45.10(81GA,HF748) Remittance

45.11(81GA,HF748) Unapproved solicitation prohibited

General provisions

45.12(81GA,HF748) Annual review of participating employees

45.13(81GA,HF748) Termination of qualified tuition program participation

45.14(81GA,HF748) Reinstatement of company participation

CHAPTER 46

PAYROLL DEDUCTION FOR ADDITIONAL INSURANCE COVERAGE

Definitions
Insurance company qualifications
Noneligible types of insurance
Deduction limits and frequency
Distribution of literature
Number of contributions
Cash contributions
Terminations
Remittance
Unapproved solicitation prohibited
Annual review of participating employees
Termination of company participation
Reinstatement of company participation

CHAPTER 47

Reserved

CHAPTER 48

PREPAYMENT OF EXPENSES

48.1(8A)	Definitions
40 2(0 A)	D

48.2(8A) Prepayment of expenses

48.3(8A) Prepayment under special circumstances 48.4(8A) Prior approval for prepayment of expenses

CHAPTER 49

Reserved

TITLE IV HUMAN RESOURCES

CHAPTER 50

	CHAPTER 30
	HUMAN RESOURCES DEFINITIONS
50.1(8A)	Definitions
	CHAPTER 51
	COVERAGE AND EXCLUSIONS
51.1(8A)	State personnel system
51.1(8A) 51.2(8A)	Merit system
51.3(8A)	Confidential collective bargaining exclusion Personnel services contracts
51.4(8A)	reisonner services contracts
	CHAPTER 52
	JOB CLASSIFICATION
52.1(8A)	Overall administration
52.2(8A)	Classification descriptions and guidelines
52.3(8A)	Position description questionnaires
52.4(8A)	Position classification reviews
52.5(8A)	Classification appeals
52.6(8A)	Implementation of position classification decisions
	CHAPTER 53
	PAY
53.1(8A)	Pay plan adoption
53.2(8A)	Pay plan content
53.3(8A)	Pay plan review and amendment
53.4(8A)	Pay administration
53.5(8A)	Appointment rates
53.6(8A)	Payroll transactions
53.7(8A)	Within grade increases
53.8(8A)	Temporary assignments
53.9(8A)	Special pay
53.10(8A)	Phased retirement
53.10(8A)	Overtime
53.11(8A) 53.12(8A)	Years of service incentive program
53.12(8A)	Appeals
(••
	CHAPTER 54 DECOLUTION AND EXAMINATION
5/11(0A)	RECRUITMENT, APPLICATION AND EXAMINATION
54.1(8A)	Recruitment
54.2(8A)	Applications
54.3(8A)	Examinations
54.4(8A)	Development and administration of examinations
54.5(8A)	Scoring examinations
54.6(8A)	Review of written examination questions
54.7(8A)	Drug use and drug tests
	CHAPTER 55
	ELIGIBLE LISTS
55.1(8A)	Establishment of eligible lists
55.2(8A)	Removal of names from eligible lists
55.3(8A)	Statement of availability

60.2(8A)

60.3(8A)

Disciplinary actions

Reduction in force

CHAPTER 56 FILLING VACANCIES 56.1(8A) Method of filling vacancies 56.2(8A) List requests Types of lists 56.3(8A) Selective lists 56.4(8A) 56.5(8A) Expiration of a list 56.6(8A) Incomplete lists 56.7(8A) Referral and appointment of "conditional" applicants 56.8(8A) Adjustment of errors CHAPTER 57 **APPOINTMENTS** 57.1(8A) Filling vacancies Probationary appointment 57.2(8A) Provisional appointment 57.3(8A) 57.4(8A) Temporary appointment Reinstatement 57.5(8A) Internship appointment 57.6(8A) 57.7(8A) Seasonal appointment Overlap appointment 57.8(8A) Rescinding appointments 57.9(8A) CHAPTER 58 PROBATIONARY PERIOD 58.1(8A) Duration 58.2(8A) Disciplinary actions 58.3(8A) Voluntary demotion during the period of probationary status Promotion during the period of probationary status 58.4(8A) Transfer during the period of probationary status 58.5(8A) 58.6(8A) Reclassification during the period of probationary status Leave without pay during the period of probationary status 58.7(8A) 58.8(8A) Vacation and sick leave during the period of probationary status 58.9(8A) Probationary period for promoted permanent employees CHAPTER 59 PROMOTION, TRANSFER, TEMPORARY ASSIGNMENT, REASSIGNMENT AND VOLUNTARY DEMOTION 59.1(8A) Promotion 59.2(8A) Reassignment Temporary assignments 59.3(8A) Voluntary demotion 59.4(8A) 59.5(8A) Transfer CHAPTER 60 SEPARATIONS, DISCIPLINARY ACTIONS AND REDUCTION IN FORCE **Separations** 60.1(8A)

CHAPTER 61 **GRIEVANCES AND APPEALS** 61.1(8A) Grievances 61.2(8A) Appeals 61.3(8A) Informal settlement CHAPTER 62 PERFORMANCE REVIEW 62.1(8A) System established Minimum requirements 62.2(8A) Copies of records 62.3(8A) CHAPTER 63 **LEAVE** 63.1(8A) Attendance 63.2(8A) Vacation leave 63.3(8A) Sick leave with pay Family and Medical Leave Act leave 63.4(8A) Leave without pay 63.5(8A) 63.6(8A) Rights upon return from leave 63.7(8A) Compensatory leave Holiday leave 63.8(8A) 63.9(8A) Military leave Educational leave 63.10(8A) 63.11(8A) Election leave 63.12(8A) Court appearances and jury duty 63.13(8A) Voting leave Disaster service volunteer leave 63.14(8A) 63.15(8A) Absences due to emergency conditions Particular contracts governing 63.16(8A) 63.17(8A) Examination and interviewing leave Service on committees, boards, and commissions 63.18(8A) Donated leave for catastrophic illnesses of employees and family members 63.19(8A) CHAPTER 64 BENEFITS 64.1(8A) Health benefits Dental insurance 64.2(8A) 64.3(8A) Life insurance 64.4(8A) Long-term disability insurance Health benefit appeals 64.5(8A) 64.6(8A) Deferred compensation 64.7(8A) Dependent care 64.8(8A) Premium conversion plan (pretax program) 64.9(8A) Interviewing and moving expense reimbursement Education financial assistance 64.10(8A) Particular contracts governing 64.11(8A) 64.12(8A) Tax-sheltered annuities (TSAs) 64.13(8A) Health flexible spending account Deferred compensation match plan 64.14(8A) 64.15(8A) Insurance benefit eligibility Sick leave insurance program 64.16(8A)

	CHAPTER 65 POLITICAL ACTIVITY
65.1(8A)	Political activity of employees
65.2(8A)	Restrictions on political activity of employees
65.3(8A)	Application of Hatch Act
,	CHAPTER 66
	CONDUCT OF EMPLOYEES
66.1(8A)	General
66.2	Reserved
66.3(68B)	Outside employment or activity
66.4(8A)	Performance of duty
66.5(8A)	Prohibitions relating to certain actions by state employees
	CHAPTER 67
	Reserved
	CHAPTER 68
	EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION
68.1(19B)	Definitions
68.2(19B)	Plans, policies and records
68.3(19B)	Planning standards
68.4(19B)	Dissemination
68.5(19B)	Reports
68.6(19B)	Discrimination complaints, including disability-related and sexual harassment complaints
	CHAPTER 69
	Reserved
	CHAPTER 70
	EMPLOYEE ORGANIZATION DUES
70.1(20)	General provisions
70.2(20)	Membership qualifications for payroll deductions
70.3(20)	Prior approval
70.4(20)	Annual certification
70.5(20)	Limitations
70.6(20)	Conditions to be met for payroll deduction
70.7(20)	Letter of authorization
70.8(20)	State held harmless
	CHAPTER 71
	COMBINED CHARITABLE CAMPAIGN
71.1(8A)	Policy
71.2(8A)	Definitions
71.3(8A)	Basic premises
71.4(8A)	Administration
71.5	Reserved
71.6(8A)	Eligibility of charitable agencies
	CHAPTERS 72 to 99

CHAPTERS 72 to 99 Reserved

TITLE V GENERAL SERVICES

CHAPTER 100 CAPITOL COMPLEX OPERATIONS

	CAPITOL COMPLEX OPERATIONS
100.1(8A)	Definitions Definitions
100.2(8A)	Security
100.3(142B)	Smoking
100.4(8A)	Use and scheduling of capitol complex facilities
100.5(8A)	Solicitation
100.6(8A)	Office space management
100.0(011)	omee space management
	CHAPTER 101
	PARKING
101.1(8A)	Purpose
101.2(8A)	Definitions
101.3(8A)	Parking space assignments
101.4(8A)	Parking for persons with disabilities
101.5(8A)	Visitor parking
101.6(8A)	Deliveries
101.7(8A)	Employee parking
101.8(8A)	Temporary parking
101.9(8A)	Prohibited parking
101.10(8A)	Waiver
101.11(8A)	Enforcement
101.12(8A)	Fines
101.13(8A)	Appeals
	CHARTER 102
	CHAPTER 102
100 1(0 4)	STATE PRINTING
102.1(8A)	Purpose
102.2(8A)	Definitions
102.3(8A)	Location
102.4(8A)	State printing
102.5(8A)	Printing equipment
102.6(8A,49)	Publication of ballot and notice
102.7(8A,49)	Cost of publication—sample ballot
102.8(8A,618)	Fees paid to newspapers
	CHAPTER 103
	STATE EMPLOYEE DRIVING GUIDELINES
103.1(8A)	Purpose
103.2(8A)	Definitions
103.3(8A)	Applicability
103.4(8A)	Vehicle assignment guidelines
103.5(8A)	Type of accident
103.6(8A)	Valid driver's license required
103.7(8A)	Required reporting
103.8(8A)	Mandatory training
103.9(8A)	Required adherence to motor vehicle laws
103.10(8A)	Responsibility for payment of traffic violations
103.11(8A)	Access to driving records
103.12(8A)	Corrective actions
()	

103.13(8A) 103.14(8A)	Reconsideration of suspension Probationary drivers
103.15(8A)	Temporary restricted license
103.16(8A)	Vehicle fueling
	CHAPTER 104 Reserved
	CHAPTER 105
PRO	OCUREMENT OF GOODS AND SERVICES OF GENERAL USE
105.1(8A)	General provisions
105.2(8A)	Definitions
105.3(8A)	Competitive procurement
105.4(8A)	Exemptions from competitive procurement
105.5(8A)	Preferred products and vendors
105.6(8A)	Centralized procurement authority and responsibilities Notice of solicitations
105.7(8A)	
105.8(8A) 105.9(8A)	Types of solicitations Procurement of architectural and engineering services
105.10(8A)	Procurement of information technology devices and services
105.11(8A)	Specifications in solicitations
105.12(8A)	Awards
105.12(611) 105.13(8A)	Master agreements available to governmental subdivisions
105.14(8A)	Agency purchasing authority and responsibilities
105.15(8A)	Thresholds for delegating procurement authority
105.16(8A)	Printing
105.17(8A)	Vendor registration and approval
105.18(8A)	Vendor performance
105.19(8A)	General instructions, terms and conditions for vendors
105.20(8A)	Vendor appeals
	CHAPTER 106
	PURCHASING STANDARDS FOR SERVICE CONTRACTS
106.1(8A)	Authority and scope
106.2(8A)	Applicability
106.3(8A)	Definitions
106.4(8A)	Intergovernmental agreements
106.5(8A)	Use of competitive selection
106.6	Reserved
106.7(8A)	Sole source procurements
106.8(8A)	Emergency procurements
106.9(8A) 106.10	Informal competitive procedures Reserved
106.10 106.11(8A)	Duration of service contracts
106.11(8A) 106.12(8A)	Additional procedures or requirements
106.12(8A) 106.13 and 106.14	1
106.15 and 100.14	Exclusions and limitations
106.16(8A)	Waiver procedure
106.17(8A)	Effective date
* /	

	CHAPTED 107
	CHAPTER 107 UNIFORM TERMS AND CONDITIONS FOR SERVICE CONTRACTS
107 1(9 9 4)	Authority and scope
107.1(8,8A) 107.2(8,8A)	Applicability
107.2(8,8A) 107.3(8,8A)	Definitions
107.3(8,8A) 107.4(8,8A)	Uniform terms and conditions for service contracts
107.4(8,8A) 107.5(8,8A)	Special terms and conditions
107.5(8,8A) 107.6(8,8A)	Exclusions and limitations
107.7(8,8A)	Effective date
107.7(0,011)	Effective date
	CHAPTERS 108 and 109
	Reserved
	CHAPTER 110
	INVENTORY GUIDELINES FOR STATE OF IOWA
	PERSONAL AND REAL PROPERTY
110.1(7A)	Purpose
110.2(7A)	Definitions
110.3(7A)	Accounting for items in aggregate
110.4(7A)	Physical inventory
110.5(7A)	Inventory identification
110.6(7A)	Inventory listing
110.7(7A)	Capital leases
	CHAPTED 111
	CHAPTER 111
111 1(0 A)	DISPOSAL OF STATE PERSONAL PROPERTY Definitions
111.1(8A)	
111.2(8A) 111.3(8A)	Disposal of state surplus property State vehicle auctions
111.5(6A)	State venicle auctions
	CHAPTERS 112 and 113
	Reserved
	CHAPTER 114
	ORGANIZATION AND OPERATION OF TERRACE HILL
114.1(8A)	Definitions
114.2(8A)	Mission statement
114.3(8A)	Terrace Hill commission
114.4(8A)	Gifts, bequests, endowments
114.5(8A)	Public and private grants and donations
114.6(8A)	Sale of mementos
114.7(8A)	Facilities management
114.8(8A)	Tours
	CHAPTER 115
	Reserved
	Reserved
	CHAPTER 116
	TERRACE HILL ENDOWMENT FOR THE MUSICAL ARTS
116.1(8A)	Structure
116.2(8A)	Scholarship established
116.3(8A)	Application
116.4(8A)	Funding
116.5(8A)	Selection criteria and judging