

185—18.3(123,22) Requests for access to records.

18.3(1) *Location of record.* In lieu of the words “(insert agency head)” insert “Chief, Licensing Bureau, Alcoholic Beverages Division, 1918 S.E. Hulsizer, Ankeny, Iowa 50021”; and in lieu of the words “(insert agency name and address)”, insert “alcoholic beverages division at the above-stated address”.

18.3(2) *Office hours.* In lieu of the words “(insert customary office hours and, if 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. daily, excluding Saturdays, Sundays and legal holidays”.

18.3(7) *Fees.*

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