

**481—943.22(157) Records.** Client records, appointment records, and employment records shall be maintained for a period of not less than three years following the last date of entry. Proper safeguards shall be provided to ensure the safety of these records from destructive elements.

**943.22(1)** Records for services provided outside of a licensed establishment under rule 481—943.16(157) must include:

- a.* Client name and contact information.
- b.* Date, time and location of the service(s) provided.
- c.* Name and license number of the licensee performing the service.
- d.* A signed and dated waiver stating that the client understands this limited service shall not include the use of chemicals, must be provided by a licensee and that all infection control procedures shall be followed.

**943.22(2)** Records for employment of blow-dry stylists must include:

- a.* Name and contact information of the employee.
- b.* Record of completion of a course on Iowa law, rules and infection control prior to employment, and within every two-year period thereafter as outlined in Iowa Code section 157.12C.
- c.* Hire date and termination date.
- d.* A signed and dated waiver stating that the employee understands blow-dry stylist services may only be performed in a licensed establishment upon completion of a course on Iowa law, rules and infection control. This waiver must be completed every two years as a condition of employment.

**943.22(3)** Foot spa service area records are outlined in subrule 943.24(3).

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