

**543—6.3(17A,22) Requests for access to records.**

**6.3(1)** *Location of record.* In lieu of the words “(insert agency head)” insert “state appeal board, department of management”, and in lieu of the words “(insert agency name and address)”, insert “State Appeal Board, Department of Management, State Capitol Building, Des Moines, Iowa 50319”.

**6.3(2)** *Office hours.* In lieu of the words “(insert 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”.

**6.3(7)** *Fees.*

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