

**877—25.3(22,96) Request for access to records.**

**25.3(1)** *Location of record.* In lieu of the words “(insert agency head)”, insert “division administrator”. Also, in lieu of the words “(insert agency name and address)”, insert “Division of Workforce Development Center Administration, Department of Workforce Development, 150 Des Moines Street, Des Moines, Iowa 50309”.

**25.3(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 “customary and usual hours, which are 8 a.m. to 4:30 p.m. daily, excluding Saturdays, Sundays, and legal holidays”.

**25.3(4)** *Response to requests.* In lieu of the words “X.4”, insert “25.4(22,96)”.

**25.3(7)** *Fees.*

*c. Supervisory fee.* In lieu of the words “(specify time period)”, insert “one-half hour”.