

801—6.3(17A,22) Request for access to records.

6.3(1) *Location of record.* A request for access to a record pertaining to the Iowa Veterans Home should be addressed to the Commandant, Iowa Veterans Home, 1301 Summit, Marshalltown, Iowa 50158-5485. For all other commission records, or if the location of the record is unknown by the requester, the request for access to a record shall be directed to the Executive Director, Camp Dodge, 7700 NW Beaver Drive, Johnston, Iowa 50131-1902. If the request for access to a record is misdirected, agency personnel will promptly forward the request to the appropriate person within the agency.

6.3(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 holidays”.

6.3(7) *Supervisory fee.*

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