

645—63.22(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.

63.22(1) Records for services provided outside of a licensed establishment under rule 645—63.16(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.

63.22(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.

63.22(3) Foot spa service area records are outlined in subrule 63.24(3).
[ARC 7922C, IAB 5/1/24, effective 7/1/24]