

**653—2.3(17A,22) Requests for access to records.**

**2.3(1) Location of record.** In lieu of the words “insert agency head”, insert “Iowa Board of Medicine” and in lieu of “insert agency name and address”, insert “Iowa Board of Medicine, 400 S.W. 8th Street, Suite C, Des Moines, Iowa 50309-4686”.

**2.3(2) Office hours.** In lieu of “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 “the agency’s regular business hours, Monday through Friday from 8 a.m. to 4:30 p.m., excluding legal holidays”.

**2.3(7) Fees.**

*c. Search and supervisory fees.* An hourly fee may be charged for actual agency expenses in supervising the examination and copying of requested records when the supervision time required is in excess of one-quarter hour. The custodian shall prominently post in agency offices the hourly fees to be charged for supervision of records during the examination and copying. That hourly fee shall not be in excess of the hourly wage of an agency employee who ordinarily would be appropriate and suitable to perform this supervisory function.

If the request requires research or if the record or records cannot reasonably be readily retrieved by the office, the requester will be advised of this fact. Reasonable search fees may be charged where appropriate. In addition, all costs for retrieval and copying of information stored in electronic storage systems may be charged to the requester.