

**193E—1.4(543B) Custodian of records, filings, and requests for public information.** Unless otherwise specified by the rules of the department of commerce or the professional licensing and regulation division, the commission is the principal custodian of its own agency orders, statements of law or policy issued by the commission, legal documents, and other public documents on file with the commission.

**1.4(1)** Any person may examine public records promulgated or maintained by the commission at its office during regular business hours. The office is open during regular business hours from 8 a.m. until 4:30 p.m., Monday through Friday. The office is closed Saturdays, Sundays, and official state holidays.

**1.4(2)** Records, documents and other information may be gathered, stored, and available in electronic format. Information, various forms, documents, and the license law and rules may be reviewed or obtained at any time by the public from the commission's Web site located at <http://www.state.ia.us/irec>.

**1.4(3)** Deadlines. Unless the context requires otherwise, any deadline for filing a document shall be extended to the next working day when the deadline falls on a Saturday, Sunday, or official state holiday.

**1.4(4)** Public records and fair information practices. The commission's rules on public records and fair information practices may be found in the uniform rules for the professional licensing and regulation division at 193—Chapter 13.