

**481—5.3(17A,22) Requests for access to records.**

**5.3(1)** *Location of record.* In lieu of the words “(insert agency head)”, insert “director”. In lieu of the words “(insert agency name and address)”, insert “Department of Inspections and Appeals, Lucas State Office Building, Des Moines, Iowa 50319”.

**5.3(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. Monday through Friday except legal holidays.”

**5.3(7) Fees.**

*c. Supervisory fee.* In lieu of “(specify time period)” insert “one hour”.