

**721—5.3(17A,22) Requests for access to records.**

**5.3(1) Location of record.** In lieu of the words “(insert agency head)”, insert “secretary of state”. In lieu of the words “(insert agency name and address)”, insert “the Secretary of State, Statehouse, 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 for state holidays”.

**5.3(7) Fees.**

*c.* Supervisory fee. In lieu of the words “(specify time period)”, insert the words “one hour”. Delete the words “(An agency wishing to deal with search fees authorized by law should do so here.)”