

**543—5.1(17A,22) Fair information practices.** The board hereby adopts, with the following exceptions and amendments, the uniform rules on agency procedure relating to fair information practices, which are published at [www.legis.iowa.gov/DOCS/Rules/Current/UniformRules.pdf](http://www.legis.iowa.gov/DOCS/Rules/Current/UniformRules.pdf) on the general assembly's website. For purposes of this rule, the following designations are made:

**5.1(1)** In lieu of the words “(official or body issuing these rules)”, insert “board”.

**5.1(2)** In lieu of the word “agency”, insert “board”.

**5.1(3)** In lieu of the words “(insert agency head)”, insert “chairperson of the board”.

**5.1(4)** In lieu of the words “(insert agency name and address)”, insert “the board at the board's mailing address”.

**5.1(5)** 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. daily, excluding Saturdays, Sundays, and legal holidays”.

**5.1(6)** In lieu of the words “(specify time period)”, insert “30 minutes”.

**5.1(7)** In lieu of the words “(An agency wishing to deal with search fees authorized by law should do so here.)”, delete the statement.

**5.1(8)** In lieu of the words “(designate office)”, insert “the board's executive secretary”.

**5.1(9)** In lieu of the words “(and, where applicable, the time period during which the record may be disclosed)”, insert “and, where applicable, the time period during which the record may be disclosed”.

**5.1(10)** In lieu of the words “(Additional requirements may be necessary for special classes of records.)”, insert “Additional obligations may be necessary for special classes of records”.

**5.1(11)** In lieu of the words “(Each agency should revise its forms to provide this information.)”, delete the statement.

[ARC 9699C, IAB 11/12/25, effective 12/17/25]