

**621—12.3(20,22) Requests for access to records.**

**12.3(1) *Location of records.*** In lieu of the words “(insert agency head)”, insert the words “Chairperson, Public Employment Relations Board, 510 East 12th Street, Suite 1B, Des Moines, Iowa 50319”. The second and third sentences of subrule 12.3(1) are not adopted.

**12.3(2) *Office hours.*** In lieu of the words “all customary office hours, which are (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 words “the agency’s customary office hours, which are 8 a.m. to 4:30 p.m., Monday through Friday, excluding legal holidays”.

**12.3(7) *Fees.***

*c. Supervisory fee.* Delete the words “when the supervision time required is in excess of (specify time period)” and the words “(An agency wishing to deal with search fees authorized by law should do so here.)”