

**Readopt with amendment Diet 104.01, effective 10/3/02 (Document #7771) to read as follows:**

Diet 104.01 Office Location, Mailing Address, and Telephone.

(a) The board’s office location, mailing address, and telephone are as follows:

Board of Licensed Dietitians  
c/o Office of Professional Licensure and Certification  
7 Eagle Square  
Concord, NH 03301  
603-271-2152

(b) Correspondence, filings and other communications intended for the board shall be addressed to “New Hampshire Board of Licensed Dietitians” at the location stated in Diet 104.01(a).

(c) Information can be obtained by calling the telephone numbers stated in paragraphs (a) and (d).

(d) Access for in-state TTY/TDD users is through Relay New Hampshire by dialing 711 or by dialing 1-800-735-2964.

**Readopt with amendment Diet 104.02, effective 10/3/02 (Document #7771) to read as follows:**

Diet 104.02 Custodian of Records; Inspection and Copies of Records.

(a) The office of professional licensure and certification shall be the custodian of the board's records, and shall make available, upon request, those records which are subject to public inspection under RSA 91-A.

(b) Persons desiring to inspect or obtain copies of board records shall identify as specifically as possible the information being sought.

(c) If records are requested which contain both public information and information exempt from disclosure pursuant to RSA 91-A or other law, the board shall delete the information exempt from disclosure and provide the remaining information.

**Readopt Diet 204.03, effective 8/23/03 (Document #7937) to read as follows:**

Diet 204.03 Delivery of Documents.

(a) Copies of all petitions, motions, exhibits, memoranda, or other documents filed by any party or intervenor shall be delivered by that party or intervenor to the board and to all other parties and intervenors.

(b) All notices, orders, decisions, or other documents issued by the presiding officer shall be delivered to all parties and intervenors.

(c) Delivery of documents relating to a proceeding shall be made by depositing into the United States mail a copy of the document in an envelope bearing:

- (1) The name of the person intended to receive the document;
- (2) The full address, including zip code, last provided to the board by such person;
- (3) Prepaid first class postage; or
- (4) In the case of documents issued by the presiding officer, the information noted in (1) and (2) above together with prepaid certified mail postage, return receipt requested.

(d) When a party or intervenor appears by a representative, delivery of a document to the party's or intervenor's representative at the address stated on the appearance filed by the representative shall constitute delivery to the party or intervenor.

**Readopt Diet 207.05, effective 8/23/03 (Document #7937) to read as follows:**

Diet 207.05 Prehearing Conference.

(a) A prehearing conference shall be scheduled on the request of any party or intervenor or on the initiative of the presiding officer if the presiding officer determines that to do so would facilitate the proceedings or encourage resolution of the dispute.

(b) One or more of the following shall be addressed at the prehearing conference:

- (1) Offers of settlement;
- (2) Simplification of the issues;
- (3) Stipulations or admissions as to issues of fact or proof;
- (4) Limitations on the number of witnesses;
- (5) Changes to standard hearing procedures;
- (6) Consolidation of examination of witnesses; and
- (7) Any other matters that advance the efficiency of the proceedings.

**APPENDIX**

Diet 104.01	RSA 541-A:16, I(a)
Diet 104.02	RSA 91-A
Diet 204.03	RSA 541-A:30-a, III(a)
Diet 207.05	RSA 541-A:31, V(b)-(c)