

## **PUBLIC BROADCASTING DIVISION[288]**

Created within the Department of Cultural Affairs by 1986 Iowa Acts, chapter 1245, section 1318. (Iowa Code §303.76)

[Prior to 8/10/88, see Public Broadcasting Department[645] and Educational Radio and Television Facility Board[340]]

[Prior to 9/14/94, see Public Broadcasting Division [225]]

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CHAPTER 1  
ORGANIZATION

[Prior to 8/10/88, see Educational Radio and Television Facility Board[340] and Public Broadcasting Department[645]]

[Prior to 9/14/94, see Public Broadcasting Division[225]]

Chapter rescission date pursuant to Iowa Code section 17A.7: 1/1/28

**288—1.1(256) Establishment of the division of public broadcasting and the Iowa public broadcasting board.** The public broadcasting division of the department of education and the public broadcasting board (hereinafter referred to as the board) were created by Iowa Code Supplement sections 256.80 to 256.90.

**1.1(1) Mission.** The mission of the board shall be to plan, establish, and operate educational radio, television, and telecommunications facilities to provide public broadcasting and educational narrowcast services to enrich the lives of the people of Iowa and enhance educational opportunity throughout the state. The broadcast operation shall adhere to the Principles of Editorial Integrity.

**1.1(2) Board membership.** The board shall be composed of nine members according to Iowa Code Supplement section 256.82. All appointments, except appointments to fill a vacancy, shall be for a term of three years. Terms shall commence on July 1 of the year of appointment.

A vacancy shall be filled in the same manner as the original appointment for the remainder of the term.

**1.1(3) Board meetings.** The board shall hold regular meetings at least four times each year and shall hold special meetings when called by the president or by the vice president in the president's absence. Special meetings shall be called by the president upon written request of any four members of the board. The time and place for regular meetings shall be determined by the board as an agenda item. The time and place for special meetings shall be determined by the president, or vice president in the president's absence.

**1.1(4) Advisory committees.** The board shall appoint advisory committees as deemed appropriate, each of which has no more than a simple majority of members of the same sex, among which shall be an advisory committee on narrowcast operation and an advisory committee on journalistic and editorial integrity. Duties of the advisory committees shall be specified in rules of internal management adopted by the board.

**1.1(5) Rules of order.** Reserved.

**288—1.2(256) Operational organization.** For operational efficiency, the board has organized the division into five bureaus each of which is administered by a chief.

**1.2(1) Administration bureau.** The chief of administration has the following responsibilities:

- a. Planning and execution of the division budget and accounting functions;
- b. Coordination of administrative planning for the division;
- c. Supervision of division purchases, storage, and issuance of all equipment;
- d. Administration of recruitment selection and development of employees;
- e. Investigation of grievances and disciplinary situations;
- f. Serving as agent for retirement funds, group insurance and other employee benefits;
- g. Assisting the administrator with division policies and procedures.

**1.2(2) Educational telecommunications bureau.** The chief of educational telecommunications has the following responsibilities:

- a. Administers the development and coordination of all instructional telecommunications activities including those related to the educational applications of the Iowa communications network;
- b. Establishes the structure and operations of the narrowcast advisory committee and subcommittees;
- c. Ensures the appropriate interface with the other bureaus;
- d. Organizes, develops, directs, and implements plans and programs in the areas of instructional television, in-school utilization of television programs, business and industry programming, adult and higher education courses.

**1.2(3) Engineering bureau.** The chief of engineering has the following responsibilities:

- a. Directs the design, procurement, installation, and maintenance of all radio and television equipment;

*b.* Plans, develops, and regulates all engineering facilities for the division.

**1.2(4)** *Programming and production bureau.* The chief of programming and production has the responsibility to administer all facets of the production and programming aspects of the division.

**1.2(5)** *Community relations and development bureau.* The chief of community relations and development administers the following activities:

- a.* Fund-raising;
- b.* Development and promotion; and
- c.* Public information.

Bureau chiefs shall complete other projects and activities as assigned by the administrator.

These rules are intended to implement Iowa Code Supplement sections 256.80 to 256.90.

[Filed October 9, 1972]

[Filed 7/17/75]

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NOTE: First three lines of history transferred from Ed. Radio and TV[340]

CHAPTER 2  
FACILITIES MANAGEMENT  
[Prior to 9/14/94, see Public Broadcasting Division[225]]

Chapter rescission date pursuant to Iowa Code section 17A.7: 1/1/28

**288—2.1(256) Location.** The division of public broadcasting's Iowa public television center is located at 6450 Corporate Drive, Johnston, Iowa 50131, (515)242-3100.

**2.1(1) Hours and days of operation.** Public hours and days of operation are 8 a.m. to 4:30 p.m., Monday through Friday. To obtain information pertaining to Iowa public television or its facility write to: Bureau Chief of Administration, Iowa Public Television, 6450 Corporate Drive, Johnston, Iowa 50131.

**2.1(2) Food and drink.** Consumption of food and beverages is prohibited except in specific areas designated by the administrator of the division of public broadcasting.

**2.1(3) Facilities management.**

*a. Facilities availability.* The auditorium and one conference room are available for rent through the division. Details concerning room size, rental rates for day and evening functions, and scheduling may be obtained by contacting Iowa Public Television, 6450 Corporate Drive, Johnston, Iowa 50131, (515)242-3100.

State agencies and governmental subdivisions of the state of Iowa may have rental fees waived for meetings of an official nature during regular business hours.

*b. Facilities contract.* A contract for use of any part of the building must be executed prior to the event. This contract must identify, at a minimum, the group using the facility, purpose of the use, person or group legally responsible, estimated rental fee to be assessed, exact date and time of the event. All contracts shall be initiated with the production manager and approved by the administrator. To obtain information regarding the rental fee, contact the production manager at (515)242-3100.

*c. Use of alcoholic beverages.* Wine and beer, as defined in Iowa Code sections 123.3(7) and 123.3(10), respectively, may be served at functions in the building. Alcoholic liquor, however, is not permitted in the facility. Any and all liability resulting from the serving of wine or beer rests with the group using the facility.

*d. Liability.* All individuals and groups using the facility for any purpose shall agree in writing to abide by the "hold harmless" clause specified in the facility contract and, if applicable, the application to serve wine or beer.

*e. Tours.* Tours of Iowa public television are available. Prior scheduling is necessary for all tours. Tours scheduled for nonbusiness hours require a fee to cover additional staff and facilities costs incurred by the division. All inquiries and arrangements for tours should be directed to Public Information, Iowa Public Television, 6450 Corporate Drive, Johnston, Iowa 50131, (515)242-3100.

**288—2.2 Reserved.**

These rules are intended to implement Iowa Code Supplement sections 256.80 to 256.90.

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CHAPTER 3  
PUBLIC RECORDS AND FAIR INFORMATION PRACTICES  
[Prior to 9/14/94, see Public Broadcasting Division[225]]

Chapter rescission date pursuant to Iowa Code section 17A.7: 1/1/28

**288—3.1(22) Definitions.** As used in this chapter:

“*Administrator*” means the administrator of the public broadcasting division of the department of education.

“*Agency*” means the Iowa public broadcasting board.

“*Custodian*” means the public broadcasting board, the public broadcasting division of the department of education, and Iowa public television.

**288—3.3(22) Requests for access to records.** Rescinded by 2026 Iowa Acts, Senate File 2463, section 4, effective July 1, 2026.

**288—3.9(22) Disclosures without the consent of the subject.** Rescinded by 2026 Iowa Acts, Senate File 2463, section 4, effective July 1, 2026.

**288—3.10(22) Routine use.** Rescinded by 2026 Iowa Acts, Senate File 2463, section 4, effective July 1, 2026.

**288—3.11(22) Consensual disclosure of confidential records.** Rescinded by 2026 Iowa Acts, Senate File 2463, section 4, effective July 1, 2026.

**288—3.12(22) Release to subject.** Rescinded by 2026 Iowa Acts, Senate File 2463, section 4, effective July 1, 2026.

**288—3.13(22) Availability of records.** Rescinded by 2026 Iowa Acts, Senate File 2463, section 4, effective July 1, 2026.

**288—3.14(22) Personally identifiable information.** This rule describes the nature and extent of personally identifiable information which is collected, maintained, and retrieved by the agency by personal identifier in record systems as defined in rule 3.1(17A,22). For each record system, this rule describes the legal authority for the collection of that information, the means of storage of that information and indicates whether a data processing system matches, collates, or permits the comparison of personally identifiable information in one record system with personally identifiable information in another record system. The record systems maintained by the agency are:

**3.14(1) *Litigation files.*** These files or records contain information regarding litigation or anticipated litigation, which includes judicial and administrative proceedings. The records include briefs, depositions, docket sheets, documents, correspondence, attorney’s notes, memoranda, research materials, witness information, investigation materials, information compiled under the direction of the attorney, and case management records. The files contain materials which are confidential as attorney work product and attorney-client communications. Some materials are confidential under other applicable provisions of law or because of a court order. Persons wishing copies of pleadings and other documents filed in litigation should obtain these from the clerk of the appropriate court which maintains the official copy.

**3.14(2) *Personnel files.*** The agency maintains files containing information about employees, families and dependents, and applicants for positions with the agency. The files include payroll records, biographical information, medical information relating to disability, performance reviews and evaluations, disciplinary information, information required for tax withholding, information concerning employee benefits, affirmative action reports, and other information concerning the employer-employee relationship. Some of this information is confidential under Iowa Code sections 22.7(11) and 22.7(18).

**288—3.15(22) Other groups of records.** This rule describes groups of records maintained by the agency other than record systems as defined in rule 3.1(17A,22). The records listed may contain information about individuals. Unless otherwise designated, the authority for this office to maintain the record is provided by Iowa Code chapter 13, the statutes governing the subject matter of the record, and the enabling statutes of the agency client, where applicable. All records are stored both on paper and in automated data processing systems unless otherwise noted.

**3.15(1) Board records.** Agendas, minutes, and materials presented to the Iowa public broadcasting board are available from the administrator's office, except those records concerning closed sessions which are exempt from disclosure under Iowa Code section 21.5 or which are otherwise confidential by law. Board records contain information about people who participate in meetings. This information is collected pursuant to Iowa Code section 21.3. This information is not stored in an automated data processing system.

**3.15(2) Administrative records.** This includes documents concerning budget, property inventory, purchasing, yearly reports, office policies for employees, time sheets, printing and supply requisitions. These records may contain confidential information as discussed in rule 3.13(22).

**3.15(3) Publications.** The office receives a number of books, periodicals, newsletters, government documents, and other materials. These materials would generally be open to the public but may be protected by copyright law. Most publications of general interest are available in the state law library.

**3.15(4) Office publications.** This office issues a variety of materials including teacher's guides, schedule books, brochures and pamphlets, press releases, statistical reports, etc. These publications are open for public inspection, have no personally identifiable information and may have a charge to obtain.

**3.15(5) Rule-making records.** Official documents executed during the promulgation of agency rules and public comments are available for public inspection.

**3.15(6) Office manuals.** Information in office manuals such as the employee's manual or desk manuals may be confidential under Iowa Code section 17A.2(10) "f" or other applicable provision of law.

**3.15(7) Other records.** All other records that are not exempted from disclosure by law.

**288—3.16(22) Data processing systems.** The agency does not currently have a data processing system which matches, collates or permits the comparison of personally identifiable information in one record system with personally identifiable information in another record system.

**288—3.17(22) Applicability.** Rescinded by 2026 Iowa Acts, Senate File 2463, section 4, effective July 1, 2026.

These rules are intended to implement Iowa Code section 22.11.

[Filed 7/21/88, Notice 5/4/88—published 8/10/88, effective 9/14/88]

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[Content rescinded by 2026 Iowa Acts, Senate File 2463, section 4—editorially removed in IAC Supplement 7/8/26, effective 7/1/26]

CHAPTERS 4 to 9  
Reserved



CHAPTER 10  
IOWA COMMUNICATIONS NETWORK  
EDUCATIONAL SITE SELECTION  
[Prior to 9/14/94, see Public Broadcasting Division[225]]

Chapter rescission date pursuant to Iowa Code section 17A.7: 1/1/28

**288—10.1(18) Site selection criteria.** Site selection shall be made using the following criteria:

**10.1(1) Equipment facilities requirements.** The requirements for equipment facilities include the following:

*a.* A minimum of 200 square feet is required for equipment facilities. A minimum clearance of three feet on the front and back of relay equipment and the front of wall-mounted equipment at the site shall be maintained at all times.

*b.* One wall shall be strong enough to support a horizontally mounted 8 feet by 4 feet by ¾-inch plywood board and 50 pounds of equipment mounted on the board.

*c.* 120/240-volt noninterruptible electrical service shall be provided from dedicated circuits with isolated grounding. At a minimum, there shall be a one-circuit fourplex for the wall-mounted equipment and a second one-circuit fourplex for general electrical needs of the site. The service shall be installed in compliance with the currently adopted edition of the National Electrical Code. Additional requirements may be necessary to handle site-specific equipment.

*d.* A minimum of 75 foot-candle average illumination is required at the floor of the site.

*e.* Adequate heating and air conditioning shall be provided to maintain ambient temperature between 50 and 80 degrees Fahrenheit, between 30 and 50 percent humidity, and have sufficient ventilation to maintain a clean environment for the electronic equipment. Additional requirements may be necessary to handle site-specific equipment.

*f.* Protection is required for the equipment to prevent accidental damage and damage from vandalism.

*g.* An outdoor area is required for a standby generator and an associated propane tank conveniently located to provide emergency power for the site.

*h.* Convenient access to the site is required for equipment installation, testing, maintenance, and repair. The area shall be secured from access by unauthorized individuals and 24-hour access guaranteed for authorized personnel. A key to the building and room, if necessary, shall be provided.

*i.* The items in this subrule shall be provided at no expense to the state.

**10.1(2) Facility access requirements.** The requirements for facility access include the following:

*a.* Access to the classroom(s) and the area in which the classroom(s) is located shall, at a minimum, meet the Iowa state building code requirements in effect at the time of the site selection.

*b.* Access to the classroom(s) and the area in which the classroom(s) is located shall require the facility to meet all the conditions of the “Uniform Federal Accessibility Standards” in effect at the time of the site selection.

*c.* Parking facilities shall be of adequate size to accommodate classes and have adequate lighting for safe access.

*d.* Normal custodial maintenance including snow removal shall be provided.

**10.1(3) Classroom facilities requirements.** The requirements for classroom facilities include the following:

*a.* At initialization, each site shall have a minimum of one teaching classroom dedicated for educational telecommunications origination or reception. This classroom shall be of sufficient size to comfortably seat a minimum of 20 students.

*b.* At the time that a second channel is activated, a second teaching classroom shall be dedicated for educational telecommunications origination or reception. This classroom shall be of sufficient size to comfortably seat a minimum of 20 students.

*c.* Future classroom expansion should be considered in selecting sites.

*d.* Classroom(s) shall be available for use the entire calendar year.

*e.* Sites shall, at a minimum, support access and facilities use Monday through Friday, 7 a.m. to 10:30 p.m., and Saturday, 8 a.m. to 4 p.m.

*f.* Classroom(s) shall be located as close as possible to the equipment facilities identified in subrule 10.1(1).

This rule is intended to implement Iowa Code section 18.136(8).

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CHAPTER 11  
AGENCY PROCEDURE FOR RULE MAKING

Rescinded by 2026 Iowa Acts, Senate File 2463, section 4, effective July 1, 2026. See Uniform Rules on Agency Procedure at 7—Chapters 2500 through 2506 and any corresponding rules adopted by this agency.

CHAPTER 12  
DECLARATORY ORDERS

Rescinded by 2026 Iowa Acts, Senate File 2463, section 4, effective July 1, 2026. See Uniform Rules on Agency Procedure at 7—Chapters 2500 through 2506 and any corresponding rules adopted by this agency.

CHAPTER 13  
CONTESTED CASES

Rescinded by 2026 Iowa Acts, Senate File 2463, section 4, effective July 1, 2026. See Uniform Rules on Agency Procedure at 7—Chapters 2500 through 2506 and any corresponding rules adopted by this agency.



CHAPTER 14  
CRITERIA FOR GRANTS

Chapter rescission date pursuant to Iowa Code section 17A.7: 1/1/28

**288—14.1(256) Purpose.** The division provides grant funding and contracts to a variety of entities throughout the state for support of educational telecommunications programs. To ensure objective evaluation of applicants for these funds, grant and contract application materials shall contain, at minimum, specific content. Program grant and contract application packets shall be developed by the division in accordance with these rules unless prohibited by or in conflict with appropriation language, the Iowa Code, the Iowa Administrative Code, federal regulations, or interagency agreements between the division and other state agencies.

**288—14.2(256) Definitions.** For the purpose of these rules, the following definitions shall apply:

*“Division”* means Iowa Public Television.

*“Program grant or contract”* means the collective activities of a grant or contract funded through the division.

*“Program period”* means the period of time during which the division intends to support the program without requiring recompetition for funds. The program period is specified within the grant application.

*“Service delivery area”* means the defined geographic area for delivery of program services.

**288—14.3(256) Requirements.** The following shall be included in all program grant and contract application materials made available by the division:

1. Funding source.
2. Program period.
3. Description of eligible applicants.
4. Services to be delivered.
5. Service delivery area.
6. Target population to be served (if applicable).
7. Funding purpose.
8. Funding restrictions.
9. Funding formula (if any).
10. Matching requirement (if any).
11. Reporting requirements.
12. Performance criteria (if any).
13. Need for letters of support or other materials (if applicable).
14. Application due date.
15. Anticipated date of awarding grant/contract.
16. Required components of submitted grant applications.
17. An explanation of the review process and the review criteria to be used by application evaluators, including, if applicable, the number of points allocated per required component.
18. Appeal process in the event an application is denied (only with competitive grant/contract process).

**288—14.4(256) Review process (for competitive grants and contracts).** The review process to be followed in determining the amount of funds to be approved for any competitive program grant or contract shall be described in the application. The review criteria and point allocation for each criterion shall also be described in the grant application material.

**288—14.5(256) Appeal of grant or contract denial or termination.** Any applicant may appeal to the administrator the denial of a properly submitted competitive program grant or contract application or the unilateral termination of a competitive program grant or contract. Appeals must be in writing and received within ten working days of the date of the notice of decision and must be based on a contention that the

process was conducted outside of statutory authority; violated state or federal law, policy, or rule; did not provide adequate public notice; was altered without adequate public notice; or involved conflict of interest by staff or committee members. The contested case procedures found in 288—Chapter 13 that govern the administrator's decision shall be applicable to any appeal of denial or termination.

In the notice of appeal, the applicant shall give a short and plain statement of the reasons for the appeal.

The administrator shall issue a decision within a reasonable time, not to exceed 60 days from the date of the appeal.

These rules are intended to implement Iowa Code sections 256.80 to 256.90.

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