

CHAPTER 2505
FAIR INFORMATION PRACTICES

Chapter rescission date pursuant to Iowa Code section 17A.7: 6/30/31

The Uniform Rules on Agency Procedure, 7—Chapters 2500 through 2506, are rules generally applicable to agencies pursuant to Iowa Code section 17A.24. Additions, exceptions, or amendments to the corresponding chapter are below.

[ARC 0328D, IAB 6/10/26, effective 6/30/26]

201—2505.3(17A,22) Requests for access to records.

2505.3(1) Location of record. A request for access to public records should be directed to the agency's address, the agency's email, or the agency's office where the record is kept. Agency staff will promptly forward public records requests to the lawful custodian when such a request is misdirected.

a. Records of current incarcerated individuals and clients are maintained at the incarcerated individuals' or clients' place of confinement. If the requester does not know the current place of confinement, the request for a record should be directed to the records office at the Iowa medical and classification center.

b. A request for a record of former incarcerated individuals and clients served by the department should be directed to the records office at the Iowa medical and classification center.

2505.3(7) Fees.

b. Fees and costs. The agency may charge for the actual cost of producing public records. These charges may include the actual cost of making photocopies, the actual cost of media necessary to convey electronic copies of public records, and the actual costs of mailing public records. Pricing schedules for these actual costs will be prominently posted on the agency's website. The agency may also charge for the expense associated with supervising and searching for public records. These hourly charges will be based on the actual hourly rate of the person performing the task. The agency will ensure that the employee rate charged is as low as possible based on the circumstances. The agency may impose hourly charges only after the first 30 minutes of labor, which will be provided at no cost to the requester. For any additional review by the agency to address questions of confidentiality, the agency may charge the requester the actual hourly rate of the attorney performing the review, although the first 30 minutes of the attorney's time will be provided at no cost to the requester.

c. Advance payment. When the estimated total fee exceeds \$25, the agency may require an advance payment from the requester to cover all or a part of the estimated fee before proceeding with the work of gathering and reviewing potentially relevant records. If a requester has an unpaid balance from a previous records request, the agency may require the requester to pay both the unpaid balance and the current estimate, regardless of value, before proceeding with the review of public records.

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201—2505.9(904) Confidentiality under Iowa Code chapter 904. Pursuant to Iowa Code sections 904.601, 904.602, and 904.603, certain records maintained by the department are confidential and shall not be disclosed to members of the public, except as otherwise provided by law or court order. The department shall apply the protections of Iowa Code chapter 904 in addition to the protections provided under Iowa Code chapter 22.

[ARC 0328D, IAB 6/10/26, effective 6/30/26]

201—2505.10(17A,22) Personally identifiable information.

2505.10(1) This rule describes the nature and extent of personally identifiable information that is collected, maintained, and retrieved by the agency by personal identifier in record systems. As used in this rule, "record system" means any group of records, under the control of the agency, from which a record may be retrieved by a personal identifier, such as the name of an individual, number, symbol, or other unique retriever assigned to an individual. For each record system, this rule describes the legal authority

for the collection of that information, describes 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.

2505.10(2) Type of record. Disclosures are in accordance with the following code:

CODE	MEANING
O	The records are open for public inspection.
C	The records are confidential and are not open to public inspection.
D	The department has discretion whether to allow public inspection of the record when the record contains information that is partially open or partially confidential.

2505.10(3) The records systems maintained by the department are as follows.

a. Director's office.

Description of Record	Type of Record	Legal Authority	Storage	Comparison
1. Business Correspondence	O, C	22, 904	Paper/ Electronic	Partial
2. General Correspondence	O, C	22, 904	Paper/ Electronic	Partial
3. Incarcerated Individual/Client Correspondence	C, D	904	Paper/ Electronic	Full
4. Investigations and Incident Reports	C	22, 904	Paper/ Electronic	Full

b. Institutions and community-based corrections.

Description of Record	Type of Record	Legal Authority	Storage	Comparison
1. Incarcerated Individual/Client Records				
a. Demographic Data/Action Section	O, C, D	904	Paper/ Electronic	Full
b. Admission Documents	C, D	904	Paper/ Electronic	Full
c. Classification and Release Documents	O, C, D	904	Paper/ Electronic	Full
d. Time Computation	O, C, D	904	Paper/ Electronic	Full
e. Clinical and Medical	C, D	904	Paper/ Electronic	Full
f. Correspondence and Visiting	C, D	904	Paper/ Electronic	Full
g. Legal Documents	O, C	904	Paper/ Electronic	Full
h. Charge/Disposition	O, C, D	904	Paper/ Electronic	Full
i. Status Reports	O, C, D	904	Paper/ Electronic	Full
j. Generic Notes	C, D	904	Paper/ Electronic	Full

Description of Record	Type of Record	Legal Authority	Storage	Comparison
2. Incarcerated Individual/Client Accounts	O, C, D	904	Paper/ Electronic	Full
3. Security and Supervision Records				
a. Disciplinary Records	O, C	904	Paper/ Electronic	Full
b. Segregation and Housing Unit Logs	C	904	Paper/ Electronic	Full
c. Incident Reports	C	904	Paper/ Electronic	Full
d. Violation Reports	C, D	904	Paper/ Electronic	Full
e. Community Supervision Records	C, D	904	Paper/ Electronic	Full
f. Interstate Compact Records	C, D	904	Paper/ Electronic	Full
g. Absconder Tracking and Supervision Violators	O, C, D	904	Paper/ Electronic	Full
h. Grievances and Complaints	C	904	Paper/ Electronic	Full
4. Incarcerated Individual/Client Movement	O	904	Paper/ Electronic	Full
5. Investigations				
a. Presentence Investigations (PSI)	C	901.4, 904	Paper/ Electronic	Full
b. Investigations	C	22, 904	Paper/ Electronic	Full
c. Investigation Requests	O, C, D	904	Paper/ Electronic	Partial
6. Administrative and Programs				
a. Contracts and Agreements	O, D	22, 904	Paper/ Electronic	Partial
b. Staff Training	O, C	904	Paper/ Electronic	Full
c. Jail Inspections	O, C, D	904	Paper/ Electronic	Full
d. Library Records and Publications	O, C, D	22, 904	Paper/ Electronic	Partial
e. Education and Vocation Records	C	904	Paper/ Electronic	Full
f. Lawsuits and Attorney Correspondence	C	22, 904	Paper/ Electronic	Partial
g. Volunteers	D	904	Paper/ Electronic	Partial
h. Miscellaneous	O, C, D	22, 904	Paper/ Electronic	Full

c. Iowa state industries.

Description of Record	Type of Record	Legal Authority	Storage	Comparison
1. Customer Lists	C	22, 904	Paper/ Electronic	Full
2. Formulas, Mixture and Special Designs	C	22, 904	Paper/ Electronic	N/A
3. Unaudited Monthly Balance Sheets and Income Statements	C	22, 904	Paper/ Electronic	Partial
4. Cost Calculations for Sealed Bids	C	22, 904	Paper/ Electronic	Partial
5. Yearly Audits	O	22, 904	Paper/ Electronic	Partial

2505.10(4) 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, attorneys' notes, memoranda, research materials, witness information, investigation materials, information compiled under the direction of the attorney, and case management records. The files contain materials that 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 that maintains the official copy.

2505.10(5) 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 section 22.7(11).

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201—2505.11(17A,22) Other groups of records. This rule describes agency records not maintained in a record system. These records are routinely available to the public but may contain confidential information as provided in this chapter. Unless otherwise noted, these records are available on the department's website or at the department's central office and are not retrieved by personal identifier.

2505.11(1) *Rulemaking.* Records may contain information about individuals making written or oral comments on proposed rules pursuant to Iowa Code section 17A.4.

2505.11(2) *Board meeting records.* Agendas, minutes, and materials are available. Records of closed sessions are exempt from disclosure under Iowa Code section 21.5(4) or are otherwise confidential by law. Board meeting records contain information about people who participate in meetings pursuant to Iowa Code section 21.3.

2505.11(3) *Publications.* Press releases, annual reports, project reports, newsletters, etc., which describe various agency programs, may contain information about individuals, including department staff or members of department councils or committees.

2505.11(4) *Statistical reports.* Periodic reports of various agency programs are available and do not contain personally identifiable information.

2505.11(5) *Grants.* Records on persons receiving grants for various projects or programs are available. These records may contain information about employees of a grantee. Information is collected under the authority of Iowa Code chapter 904.

2505.11(6) *Published materials.* The agency uses many legal and technical publications in its work. The public may inspect these publications upon request. Some of these materials may be protected by copyright law.

2505.11(7) *Policies and procedures.* Manuals containing nonconfidential policies and procedures describing the department's regulations and internal practices are available for inspection. Copies may be obtained at the actual cost of production and handling. Policy manuals do not contain information about individuals.

2505.11(8) *Other records.* All other records that are not exempted from disclosure by law are available.

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These rules are intended to implement Iowa Code chapters 17A and 22 and sections 904.601, 904.602, and 904.603.

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