

CHAPTER 17
PUBLIC RECORDS AND
FAIR INFORMATION PRACTICES

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

681—17.1(22) Definitions. As used in this chapter:

“*Agency*” means the state board of regents and the institutions it governs—State University of Iowa, Iowa State University of science and technology, University of Northern Iowa, Iowa School for the Deaf, and Iowa Braille and Sight Saving School.

“*Custodian*” means the official delegated authority by the agency to release records or that official’s designee. Custodians are as follows: for the state board of regents, the executive director; for the State University of Iowa, the institutional secretary; for Iowa State University of science and technology, the institutional secretary; for the University of Northern Iowa, the institutional secretary; for Iowa School for the Deaf, the superintendent; and for Iowa Braille and Sight Saving School, the superintendent.

681—17.3(22) Requests for access to records. Rescinded by 2026 Iowa Acts, Senate File 2463, section 4, effective July 1, 2026.

681—17.6(22) Procedure by which a subject may have additions, dissents, or objections entered into the record. Rescinded by 2026 Iowa Acts, Senate File 2463, section 4, effective July 1, 2026.

681—17.7(22) Consent to disclosure by the subject of a confidential record. Rescinded by 2026 Iowa Acts, Senate File 2463, section 4, effective July 1, 2026.

681—17.9(22) Disclosures without consent of the subject. Rescinded by 2026 Iowa Acts, Senate File 2463, section 4, effective July 1, 2026.

681—17.10(22) Routine use. Rescinded by 2026 Iowa Acts, Senate File 2463, section 4, effective July 1, 2026.

681—17.11(22) Consensual disclosure of confidential records. Rescinded by 2026 Iowa Acts, Senate File 2463, section 4, effective July 1, 2026.

681—17.12(22) Release to subject. Rescinded by 2026 Iowa Acts, Senate File 2463, section 4, effective July 1, 2026.

681—17.13(22) Availability of records. Rescinded by 2026 Iowa Acts, Senate File 2463, section 4, effective July 1, 2026.

681—17.14(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 17.1(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:

17.14(1) *State board of regents.* Personnel and employment management information systems. The above listed records system is collected pursuant to the authority of Iowa Code chapter 262. Storage is in paper form and information cannot be matched, collated and compared.

17.14(2) *State University of Iowa.*

a. Payroll and personnel information system

b. Professional and scientific employees—employment status information system

- c. General service staff employment register
- d. Faculty personnel information system
- e. Student record information system
- f. Student aid resource management system
- g. Gifts and grants information management system
- h. Annual budget line entry system
- i. Student admission information management system
- j. Patient information system
- k. Hospital management information system
- l. Purchasing office management system
- m. Construction/jobs management system
- n. Event ticket sales systems
- o. Motor pool management system
- p. Residence halls management systems

All of the above listed records are collected pursuant to the authority of Iowa Code chapters 262, 262A, 263, 263A, and 271. All are stored in electronic form. Supplementary records in these categories are stored in paper form or on microfilm or microfiche. Information in categories lettered "a" through "i" can be matched, collated, and compared. Information in categories lettered "j" and "k" can be matched, collated, and compared. Information in categories lettered "l" through "p" cannot be matched, collated, and compared.

17.14(3) *Iowa State University of science and technology.*

- a. Student information system, for example, biographical, academic, housing, financial aid and admissions
- b. Personnel information system, for example, biographical, employment, payroll and budget information for the faculty, professional and scientific and merit systems
- c. Accounting information system, for example, accounts receivable, accounts payable, budget system, gifts and grants, and contracts and grants
- d. Telecommunications information system
- e. Miscellaneous information systems, for example, transportation services, media resources, information service biographical files, affirmative action, travel, traffic and library circulation
- f. Veterinary diagnostic laboratory system
- g. University extension system, for example, continuing education units, and plant pathology, horticulture, seed and soil testing
- h. Patient information system
- i. Medical management system
- j. Purchasing system
- k. Police records system
- l. Parking systems registration information
- m. Alumni records and event ticket sales system
- n. State board of regents registered bonds system
- o. Project/construction management systems
- p. Facilities and maintenance information systems

All of the above listed records are collected pursuant to the authority of Iowa Code chapters 262, 262A, and 266. All are stored in electronic form, except categories lettered "f" and "h" which are stored in hard copy form. Duplicate information or copies of the electronically stored information may be found in some cases on microfilm, microfiche or hard copy. Information in categories lettered "a" through "e," "g," "j," "l," and "m" can be matched, collated, and compared. Information in categories "f" and "h" can be matched, collated, and compared only with accounts receivable (see category "c"). The remaining categories cannot be matched, collated, or compared.

17.14(4) *University of Northern Iowa.*

- a. Academic achievement center records systems
- b. Academic advising examination services/orientation information systems

- c. Academic computing center systems
- d. Accounts receivable/payable systems
- e. Admissions information systems
- f. Affirmative action records systems
- g. Alumni foundation/development systems
- h. Architect/planning/engineering records systems
- i. Athletic department records systems
- j. Budget management records systems
- k. College of education/school of business advising center record systems
- l. Continuing education/correspondence/extension records systems
- m. Financial aid information systems
- n. Grants and contracts records systems
- o. Housing/dining systems
- p. Library/archives records systems
- q. Personnel/budget/payroll information systems
- r. Physical plant systems
- s. Purchasing/inventory systems
- t. School of business division of external services records systems
- u. Student information systems (student records)
- v. Student union/student activities records systems
- w. *Academic affairs information systems #
- x. *Ancillary services records systems
- y. *Counseling/health/pharmacy systems
- z. *Deans/department heads/faculty advisors record systems
- aa. *Handicapped services systems #
- ab. *Institutional officials records systems #
- ac. *Institutional research records systems including social/behavioral research center
- ad. *Operations record systems
- ae. *Placement/career center/cooperative education systems
- af. *Price laboratory management/records systems #
- ag. *Public safety records systems
- ah. *Small business assistance center (hazardous waste) record systems
- ai. *Special events record systems
- aj. *Speech/hearing/reading clinics records systems #
- ak. *Student field experience systems #
- al. *United faculty records systems #
- am. *UNISA records systems #

All of the above listed records systems are collected pursuant to the authority of Iowa Code chapters 262, 262A, 265 and 268. Means of storage include electronic unless otherwise noted. Moreover, some records may also be stored in micrographic or paper forms. All or parts of information in each system may be matched, collated, and compared except for those systems noted by an asterisk (*).

Storage in paper or micrographic form only.

17.14(5) Iowa School for the Deaf.

- a. Academic
- b. Medical
- c. Business—payroll and purchasing
- d. Residential
- e. Personnel

All of the above listed records, in whole or in part, are maintained on paper and in electronic form. The records stored in electronic form for systems “a,” “b,” “d,” and “e” can be matched, collated, and compared. Records stored in electronic form for system “c” cannot be matched, collated or compared to

any other of the systems. All of the above listed records are collected pursuant to the authority of Iowa Code chapters 262 and 270.

17.14(6) *Iowa Braille and Sight Saving School.*

- a. Payroll and personnel information system
- b. Faculty and administrative personnel information system
- c. Financial accounting data system
- d. Student record information system (academic and medical)
- e. Annual budget system
- f. Evaluation report system for all students
- g. Consultative reports completed for other agencies
- h. Gifts and grants record keeping system
- i. State large print orders system
- j. State lend/lease depository system

Records in “a,” “c,” and “e” are stored in electronic form and can be matched, collated, and compared. Records in “b,” “d,” and “f” through “j” are stored on paper and cannot be matched, collated, or compared. All of the above listed records are collected pursuant to the authority of Iowa Code chapters 262, 262A, and 269.

681—17.15(22) Other groups of records. This rule describes groups of records maintained by the agency other than record systems as defined in rule 17.1(22). These records are routinely available to the public. However, the agency’s files of these records may contain confidential information. In addition, some records may contain information about individuals. All records are stored both on paper and in automated data processing systems unless otherwise noted.

17.15(1) Rule making. Rule-making records may contain information about individuals making written or oral comments on proposed rules. This information is collected pursuant to Iowa Code section 17A.4. This information is not stored in an automated data processing system.

17.15(2) Board records. Agendas, minutes, and materials presented to the state board of regents are available from the office of the state board of regents, except those records concerning closed sessions which are confidential under Iowa Code section 21.5(4) and other provisions of 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 on an automated data processing system.

17.15(3) Publications. News releases, annual reports, project reports, agency newsletters, etc., are available through the institutions’ offices for public information. Brochures describing various agency programs are available at local offices of the agency.

Agency news releases, project reports, and newsletters may contain information about individuals, including agency staff or members of agency councils or committees.

17.15(4) Statistical reports. Periodic reports for various agency programs are available through the institutions’ office for public information.

17.15(5) Grants. Records on persons receiving grants are available through the institutions’ offices for public information. The records may contain information about employees of a grantee.

17.15(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.

17.15(7) Policy manuals. The agency employees’ manual, containing the policies and procedures for programs administered by the agency, is available in every office of the agency. Policy manuals do not contain information about individuals.

17.15(8) All other records that are not exempted from disclosure by law. The agency maintains a variety of records which do not generally contain information pertaining to named individuals.

17.15(9) All other records that are not exempted from disclosure by law.

17.15(10) All data processing systems used by the agency permit the comparison of personally identifiable information in one record system with personally identifiable information in another record system.

681—17.16(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 emergency 5/27/88, after Notice 3/23/88—published 6/15/88, effective 7/1/88]

[Filed 5/19/95, Notice 4/12/95—published 6/7/95, effective 7/12/95]

[Filed 5/5/06, Notice 3/1/06—published 5/24/06, effective 6/28/06]

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