

CHAPTER 2  
PUBLIC RECORDS AND FAIR INFORMATION PRACTICES

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

**751—2.1(17A,22) Purpose and scope.** Rescinded by 2026 Iowa Acts, Senate File 2463, section 4, effective July 1, 2026.

**751—2.2(17A,22) Definitions.** As used in this chapter:

“*Commission*” means the Iowa telecommunications and technology commission.

“*Confidential record*” means a record which is not available as a matter of right for examination and copying by members of the public under applicable provisions of law. Confidential records include records or information contained in records that the commission is prohibited by law from making available for examination by members of the public, and records or information contained in records that are specified as confidential by Iowa Code section 22.7 or other provision of law, but that may be disclosed upon order of a court, the lawful custodian of the record, or by another person duly authorized to release the record. Mere inclusion in a record of information declared confidential by an applicable provision of law does not necessarily make that entire record a confidential record.

“*Custodian*” means the commission or a person lawfully delegated authority by its executive director to act for the commission in implementing Iowa Code chapter 22.

“*Open record*” means a record other than a confidential record.

“*Personally identifiable information*” means information about or pertaining to an individual in a record which identifies the individual and which is contained in a record system.

“*Record*” in these rules means the whole or a part of a “public record” as defined in Iowa Code section 22.1.

“*Record system*” means any group of records under the control of the commission 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.

“*Subject*” means that person identified in a record.

**751—2.3(17A,22) Requests for access to records.** Rescinded by 2026 Iowa Acts, Senate File 2463, section 4, effective July 1, 2026.

**751—2.4(17A,22) Access to confidential records.** Rescinded by 2026 Iowa Acts, Senate File 2463, section 4, effective July 1, 2026.

**751—2.5(17A,22) Requests for treatment of a record as a confidential record and its withholding from examination.** Rescinded by 2026 Iowa Acts, Senate File 2463, section 4, effective July 1, 2026.

**751—2.6(17A,22) Procedure by which additions, dissents or objections may be entered into certain records.** Rescinded by 2026 Iowa Acts, Senate File 2463, section 4, effective July 1, 2026.

**751—2.7(17A,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.

**751—2.8(17A,22) Notice to suppliers of information.** Rescinded by 2026 Iowa Acts, Senate File 2463, section 4, effective July 1, 2026.

**751—2.9(17A,22) Disclosures without the consent of the subject.** Rescinded by 2026 Iowa Acts, Senate File 2463, section 4, effective July 1, 2026.

**751—2.10(17A,22) Routine use.** Rescinded by 2026 Iowa Acts, Senate File 2463, section 4, effective July 1, 2026.

**751—2.11(17A,22) Consensual disclosure of confidential records.** Rescinded by 2026 Iowa Acts, Senate File 2463, section 4, effective July 1, 2026.

**751—2.12(17A,22) Release to subject.** Rescinded by 2026 Iowa Acts, Senate File 2463, section 4, effective July 1, 2026.

**751—2.13(17A,22) Availability of records.** Rescinded by 2026 Iowa Acts, Senate File 2463, section 4, effective July 1, 2026.

**751—2.14(17A,22) Personally identifiable information.** This rule describes the nature and extent of personally identifiable information which is collected, maintained, and retrieved by the commission by personal identifier in record systems as defined in rule 751—2.2(17A,22). For each record system, this rule describes the legal authority for the collection of that information and 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 commission are:

- 2.14(1)** Payroll and personnel information system.\*
- 2.14(2)** Vendor files.
- 2.14(3)** Certificates of insurance for contractors performing work for the commission.
- 2.14(4)** Referrals to the attorney general.
- 2.14(5)** Contract and lease files.
- 2.14(6)** Accounts receivable and accounts payable system.\*
- 2.14(7)** Various grant planning files, confidential trade secrets, litigation files.

All of the above-listed records are collected pursuant to the authority of Iowa Code Supplement chapter 8D. All are stored in paper form with those items noted by an asterisk (\*) also stored in electronic form. Supplementary records in these categories are stored in paper form or on microfilm or microfiche. None of the information stored can be matched, collated or compared.

**751—2.15(17A,22) Other groups of records.** This rule describes groups of records maintained by the commission other than record systems as defined in rule 751—2.2(17A,22). These records are routinely available to the public. However, the commission's files of these records may contain confidential information designated as confidential by the originator of the records in conformance with Iowa Code chapter 22. In addition, some records may contain information about individuals. All storage is in paper form with those items noted by an asterisk (\*) also stored in electronic form. None of the information can be matched, collated or compared.

**2.15(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.

**2.15(2) Commission records.** Agendas, minutes and materials presented to the commission are available from the office of the executive director, except these records concerning closed sessions which are confidential under Iowa Code section 21.5 or which are otherwise confidential by law.

**2.15(3) Meeting participants.** Commission 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.

**2.15(4) Publications.** News releases, annual reports, project reports, and commission newsletters, for example, are available from the commission offices for public information. Commission news releases, project reports, and newsletters may contain information about individuals, including commission staff or members of the commission, the councils or committees.

**2.15(5) Statistical reports.** Periodic reports for various commission programs are available from the commission offices for public information.

**2.15(6) Published materials.** The commission 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.

**2.15(7) Policy manuals.** The commission's policy manual, containing the policies and procedures for programs administered by the commission, is available in the office of the commission. Policy manuals do not contain information about individuals.

**2.15(8) Asset files.** Asset management database and inventory database contain a listing of the assets owned by the network.\*

**2.15(9) Mailing lists/contact lists.** Names, mailing addresses, and telephone numbers of state employees, commission members, officials in government of other states, and members of the general public\*, for example, may be used for distribution of informational material, such as newsletters, policy directives or educational bulletins. They are also used to provide contacts for coordination of services or as reference information sources.

**2.15(10) Authorized user lists.** The network maintains a list of persons authorized to use the network.

**2.15(11) Bid/purchasing process.** For example, specifications, proposals, bid documents, awards, contracts, agreements, leases, performance bonds, requisitions, purchase orders, supply orders, and correspondence.

**2.15(12) Project files.** For example, plans, specifications, contracts, studies, drawings, photos, blueprints, requests for services, lease/rental files, and 28E agreements.

**2.15(13) Data processing files.** For example, operations logs, data base user requests, job number maintenance/update, data entry format book, integrated data dictionary, computer output forms designations, system software, hardware/software documentation and configurations, problem determinations and resolutions records, and incident reports.

**2.15(14) Administrative records.**

- a. Reports: For example, weekly, monthly, annual, biennial, statistical, analysis, and activity.
- b. Correspondence: For example, public, interdepartmental, and internal.
- c. Policies and procedures.
- d. Organizational charts, and table of authorized positions.
- e. Memberships: Professional/technical organizations.
- f. Planning: Disaster recovery plans, emergency operation plans.
- g. Budget and financial records.
- h. Accounting records such as accounts receivable, accounts payable, receipts, invoices, claims, vouchers, and departmental billings.
- i. Legislative files such as pending bills, enrolled bills, legislative proposals, and copies of amendments.

**2.15(15) Other records.** All other records that are not exempted from disclosure by law are open.

These rules are intended to implement Iowa Code section 22.11, Iowa Code Supplement section 8D.3(3) "b," and 1996 Iowa Acts, House File 2407.

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