

CHAPTER 2505
FAIR INFORMATION PRACTICES

Chapter rescission date pursuant to Iowa Code section 17A.7: 8/13/31

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 0554D, IAB 9/2/26, effective 8/13/26]

681—2505.1(17A,22) Definitions. As used in this chapter:

“*Agency*” means the state board of regents (board) and the institutions it governs—the State University of Iowa, Iowa State University of Science and Technology, and the University of Northern Iowa.

“*Custodian*” means the official delegated authority by the agency to release records or that official’s designee. Custodians are as follows: for the board, the executive director; for the State University of Iowa, the institutional secretary; for Iowa State University of Science and Technology, the institutional secretary; and for the University of Northern Iowa, the institutional secretary.

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681—2505.3(17A,22) Requests for access to records.

2505.3(7) Fees.

b. Fees and costs. The agency may charge for the actual costs 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 requestor 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 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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681—2505.9(17A,22) Personally identifiable information. 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. The record systems maintained by the agency are as follows.

2505.9(1) Board. 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.

2505.9(2) State University of Iowa.

a. Human capital management systems covering payroll, benefits, time and attendance tracking and other human resources functions.

b. Job applicant tracking systems for staff and faculty.

- c. Compliance, training, and human resources case management systems.
- d. Learning management, instructional technology, assessment, testing, proctoring, and course evaluation systems involving both employees and students.
- e. Research proposal, award, campus data, and administration systems.
- f. Library records systems.
- g. Student records, registration, degree audit, academic advising, planning, tutoring, retention, and case management systems, including student conduct, health, counseling, and wellness systems.
- h. Budget and planning system.
- i. Student admissions, recruitment, enrollment management, scholarship and financial aid systems.
- j. Patient and health information systems.
- k. Incident reporting systems.
- l. Purchasing, accounting, and travel management systems.
- m. Construction/jobs management/facilities systems.
- n. Event ticket sales/registration systems.
- o. Motor pool management system.
- p. Housing, dining, residence life, student activities, recreation, and student engagement systems.
- q. Career services, experiential learning, field placement, internship, licensure, and professional preparation systems.
- r. Police information system.
- s. Credit card and point-of-sale systems.
- t. Customer relationship management systems.
- u. Parking permit/registration systems.
- v. Athletic department records systems.
- w. Student legal services document management systems.

All of the above-listed records are collected pursuant to the authority of Iowa Code chapters 262 through 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 from systems listed in paragraphs 2505.9(2) “a” through “d,” “g,” and “p” through “q” can be matched, collated, and compared. Information in the remaining categories cannot be matched, collated, and compared.

2505.9(3) *Iowa State University of Science and Technology.*

- a. Enterprise resource planning system, which includes human capital management, finance, and student records.
- b. Learning management systems.
- c. Research proposal, award, data storage, and administration systems.
- d. Professional development and continuing education systems.
- e. Veterinary client information management systems.
- f. Veterinary diagnostic laboratory systems.
- g. Athletic department records systems.
- h. Library/archives records systems.
- i. Health, counseling, pharmacy, and wellness systems.
- j. Housing and dining management systems.
- k. Police records system.
- l. Parking systems registration information.
- m. Event management, registration, and ticket sales systems.
- n. Workplace productivity, collaboration, and communication systems.
- o. Project/construction management systems.
- p. Facilities and maintenance information systems.
- q. Point-of-sale, billing, payment, and credit card processing systems.
- r. Customer relationship management system.
- s. Applicant, scholarship, student discipline, student scheduling, and career services information management systems.
- t. Student scheduling systems.

- u. Motor pool and transportation reservation and management system.
- v. Travel management systems.
- w. Student scheduling system.
- x. Legal document management systems.
- y. Incident reporting systems.

All of the above-listed records are collected pursuant to the authority of Iowa Code chapters 262 through 262B and 266. All are stored in electronic form. Duplicates or supplementary information of the electronically stored information may be found in some cases in hard copy or on microfilm or microfiche. Information from systems listed in paragraphs 2505.9(3) "a" through "d," "g," "j," "m," "p," "q," "s," "t," "v," "w," and "y" can be matched, collated, and compared with other records systems, primarily with the enterprise resource planning system (more information is contained in paragraph 2505.9(3) "a"). The remaining categories cannot be matched, collated, or compared.

2505.9(4) *University of Northern Iowa.*

- a. Academic achievement center records systems.
- b. Academic advising/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. Human capital management/budget/payroll/learning management information systems.
- r. Facilities and maintenance information 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/departments 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. *Public safety records systems.
- ag. *Small business assistance center (hazardous waste) record systems.
- ah. *Special events record systems.
- ai. *Speech/hearing/reading clinics records systems #.
- aj. *Student clinical experience systems #.
- ak. *United faculty records systems #.
- al. *UNISA records systems #.
- am. Motor pool and transportation reservation and management system.

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.

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681—2505.10(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. In addition, some records may contain information about individuals. Unless otherwise noted, these records are available on the board's website or at the board office and are not retrieved by personal identifier.

2505.10(1) Rulemaking. Rulemaking records may contain information about individuals making written or oral comments on proposed rules pursuant to Iowa Code section 17A.4.

2505.10(2) Board records. Agendas, minutes, and materials presented to the board are available, except for records concerning closed sessions that are confidential under Iowa Code section 21.5 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.

2505.10(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.

2505.10(4) Statistical reports. Periodic reports for various agency programs are available through the institutions' offices for public information.

2505.10(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.

2505.10(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.

2505.10(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.

2505.10(8) All other records that are not exempted from disclosure by law. The agency maintains a variety of records that do not generally contain information pertaining to named individuals.

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.

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