

CHAPTER 8  
PUBLIC RECORDS AND  
FAIR INFORMATION PRACTICES

The city finance committee hereby adopts, with the following exceptions and amendments, rules of the Governor's Task Force on Uniform Rules of Agency Procedure relating to the public records and fair information practices which are printed in the first volume of the Iowa Administrative Code.

**545—8.1(17A,22) Definitions.** As used in this chapter:

*“Agency.”* In lieu of the words “(official or body issuing these rules)”, insert “city finance committee”. As used in these rules, unless the context otherwise requires, “Committee” means the city finance committee and “director” means the director of the department of management.

**545—8.3(17A,22) Requests for access to records.**

**8.3(1) Location of record.** In lieu of the words “(insert agency head)”, insert “City Finance Committee, Department of Management, State Capitol Building, Des Moines, Iowa 50319”, and in lieu of the words “(insert agency name and address)”, insert “city finance committee” at the above address.

**8.3(2) Office hours.** In lieu of the words “(insert customary office hours of at least thirty hours per week, insert hours specified in Iowa Code section 22.4)”, insert “8 a.m. to 4:30 p.m. daily, excluding Saturdays, Sundays, and legal holidays.”

**8.3(7) Fees.**

*c. Supervisory fee.* In lieu of the words “(specify time period)”, insert “thirty minutes”.

**545—8.9(17A,22) Disclosures without the consent of the subject.**

**8.9(1)** Open records are routinely disclosed without the consent of the subject.

**8.9(2)** To the extent allowed by law, disclosure of confidential records may occur without the consent of the subject. Following are instances where disclosure, if lawful, will generally occur without notice to the subject:

- a.* For a routine use as defined in rule 8.10(17A,22) or in any notice for a particular record system.
- b.* To a recipient who has provided the committee with advance written assurance that the record will be used solely as a statistical research or reporting record; provided, that, the record is transferred in a form that does not identify the subject.
- c.* To another government agency or to an instrumentality of any governmental jurisdiction within or under the control of the United States for a civil or criminal law enforcement activity if the activity is authorized by law, and if an authorized representative of such government agency or instrumentality has submitted a written request to the agency specifying the record desired and the law enforcement activity for which the record is sought.
- d.* To an individual pursuant to a showing of compelling circumstances affecting the health or safety of any individual if a notice of the disclosure is transmitted to the last known address of the subject.
- e.* To the legislative services agency under Iowa Code section 2A.3.
- f.* Disclosures in the course of employee disciplinary proceedings.
- g.* In response to a court order or subpoena.

**545—8.10(17A,22) Routine use.**

**8.10(1)** Defined. “Routine use” means the disclosure of a record without the consent of the subject or subjects, for a purpose which is compatible with the purpose for which the record was collected. It includes disclosures required to be made by statute other than the public records law, Iowa Code chapter 22.

**8.10(2)** To the extent allowed by law, the following uses are considered routine uses of all agency records:

- a.* Disclosure to those officers, employees, and members of the committee who have a need for the record in the performance of their duties. The custodian of the record may, upon request of any

officer or employee, or on the custodian's own initiative, determine what constitutes legitimate need to use confidential records.

*b.* Disclosure of information indicating an apparent violation of the law to appropriate law enforcement authorities for investigation and possible criminal prosecution, civil court action, or regulatory order.

*c.* Disclosure to the department of inspections and appeals for matters in which it is performing services or functions on behalf of the committee.

*d.* Transfers of information within the committee to other state agencies, or to local units of government as appropriate to administer the program for which the information is collected.

*e.* Information released to staff of federal and state entities for audit purposes or for purposes of determining whether the committee is operating a program lawfully.

*f.* Any disclosure specifically authorized by the statute under which the record was collected or maintained.

**545—8.11(17A,22) Consensual disclosure of confidential records.**

**8.11(1)** *Consent to disclosure by a subject individual.* To the extent permitted by law, the subject may consent in writing to committee disclosure of confidential records as provided in rule 8.7(17A,22).

**8.11(2)** *Complaints to public officials.* A letter from a subject of a confidential record to a public official which seeks the official's intervention on behalf of the subject in a matter that involves the agency may, to the extent permitted by law, be treated as an authorization to release sufficient information about the subject to the official to resolve the matter.

**545—8.12(17A,22) Release to subject.**

**8.12(1)** The subject of a confidential record may file a written request to review confidential records about that person as provided in rule 8.6(17A,22). However, the committee need not release the following records to the subject:

*a.* The identity of a person providing information to the committee need not be disclosed directly or indirectly to the subject of the information when the information is authorized to be held confidential pursuant to Iowa Code section 22.7(18) or other provisions of law.

*b.* Records need not be disclosed to the subject when they are the work product of an attorney or are otherwise privileged.

**8.12(2)** Reserved.

**545—8.13(17A,22) Availability of records.**

**8.13(1)** *General.* Committee records are open for public inspection and copying unless otherwise provided by rule or law.

**8.13(2)** *Confidential records.* The city finance committee maintains no records that are considered confidential or that are prohibited from public disclosure.

**545—8.14(17A,22) Personally identifiable information.** The city finance committee does not maintain any records that could be considered personally identifiable.

**545—8.15(17A,22) Data processing systems.** None of the 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.

**545—8.16(17A,22) Other records.** The committee maintains a variety of records which do not generally contain information pertaining to named individuals. The committee maintains the following records, not heretofore listed, which do not generally contain personally identifiable or confidential information: minutes from the committee meetings, law enforcement officer training reimbursements, special reports and studies, appeals from denied requests for permission to exceed statutory levy limits.

**545—8.17(17A,22) Applicability.** This chapter does not:

1. Require the committee to index or retrieve records which contain information about individuals by that person's name or other personal identifier.
2. Make available to the general public records which would otherwise not be available under the public records law, Iowa Code chapter 22.
3. Govern the maintenance or disclosure of, notification of or access to, records in the possession of the committee which are governed by the rules of another agency.
4. Apply to grantees, including local governments or subdivisions thereof, administering state-funded programs, unless otherwise provided by law or agreement.
5. Make available records compiled by the committee in reasonable anticipation of court litigation or formal administrative proceedings. The availability of such records to the general public or to any subject individual or party to such litigation or proceedings shall be governed by applicable legal and constitutional principles, statutes, rules of discovery, evidentiary privileges, and applicable rules of the committee.

These rules are intended to implement Iowa Code section 22.11.

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