

**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/<br>Electronic | Partial    |
| 2. General Correspondence                        | O, C           | 22, 904         | Paper/<br>Electronic | Partial    |
| 3. Incarcerated Individual/Client Correspondence | C, D           | 904             | Paper/<br>Electronic | Full       |
| 4. Investigations and Incident Reports           | C              | 22, 904         | Paper/<br>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/<br>Electronic | Full       |
| b. Admission Documents                    | C, D           | 904             | Paper/<br>Electronic | Full       |
| c. Classification and Release Documents   | O, C, D        | 904             | Paper/<br>Electronic | Full       |
| d. Time Computation                       | O, C, D        | 904             | Paper/<br>Electronic | Full       |
| e. Clinical and Medical                   | C, D           | 904             | Paper/<br>Electronic | Full       |
| f. Correspondence and Visiting            | C, D           | 904             | Paper/<br>Electronic | Full       |
| g. Legal Documents                        | O, C           | 904             | Paper/<br>Electronic | Full       |

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

| Description of Record                   | Type of Record | Legal Authority | Storage              | Comparison |
|---|----------------|-----------------|----------------------|------------|
| f. Lawsuits and Attorney Correspondence | C              | 22, 904         | Paper/<br>Electronic | Partial    |
| g. Volunteers                           | D              | 904             | Paper/<br>Electronic | Partial    |
| h. Miscellaneous                        | O, C, D        | 22, 904         | Paper/<br>Electronic | Full       |

c. Iowa state industries.

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