

**201—2505.11(17A,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 as provided in this chapter. Unless otherwise noted, these records are available on the department's website or at the department's central office and are not retrieved by personal identifier.

**2505.11(1) Rulemaking.** Records may contain information about individuals making written or oral comments on proposed rules pursuant to Iowa Code section 17A.4.

**2505.11(2) Board meeting records.** Agendas, minutes, and materials are available. Records of closed sessions are exempt from disclosure under Iowa Code section 21.5(4) or are otherwise confidential by law. Board meeting records contain information about people who participate in meetings pursuant to Iowa Code section 21.3.

**2505.11(3) Publications.** Press releases, annual reports, project reports, newsletters, etc., which describe various agency programs, may contain information about individuals, including department staff or members of department councils or committees.

**2505.11(4) Statistical reports.** Periodic reports of various agency programs are available and do not contain personally identifiable information.

**2505.11(5) Grants.** Records on persons receiving grants for various projects or programs are available. These records may contain information about employees of a grantee. Information is collected under the authority of Iowa Code chapter 904.

**2505.11(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.

**2505.11(7) Policies and procedures.** Manuals containing nonconfidential policies and procedures describing the department's regulations and internal practices are available for inspection. Copies may be obtained at the actual cost of production and handling. Policy manuals do not contain information about individuals.

**2505.11(8) Other records.** All other records that are not exempted from disclosure by law are available.

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