

641—156.10(204) Public examination of records.

156.10(1) *Public information.* Generally, information collected by the department and contractors is considered public information. Records are stored in computer files and are not matched with any other data system. Information is available for public review and will be provided when requested from the office of the director.

156.10(2) *Confidential information.*

a. The following are examples of confidential records:

- (1) Trade secrets and proprietary information including items such as formulations, processes, policies and procedures, and customer lists;
 - (2) Health information related to foodborne illness complaints and outbreaks;
 - (3) The name or any identifying information of a person who files a complaint with the department;
- and
- (4) Other state or federal agencies' records.

b. A party claiming that information submitted to the department contains trade secrets or proprietary information should clearly mark those portions of the submission as confidential/trade secret.

156.10(3) *Other agencies' records.* For records of other state or federal agencies, the department shall refer the requester of such information to the appropriate agency.

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