

**21—6.15(17A,22) Other groups of records.** This rule describes groups of records maintained by the agency other than record systems as defined in rule 6.1(17A,22). These records are routinely available to the public. However, the agency's files of these records may contain confidential information as discussed in rule 6.13(17A,22). The records listed may contain information about individuals.

**6.15(1)** Administrative records. This includes documents concerning budget, property inventory, purchasing, yearly reports, office policies for employees, time sheets, printing and supply requisitions.

**6.15(2)** Publications. The office receives a number of books, periodicals, newsletters, government documents, etc. These materials would generally be open to the public but may be protected by copyright law. Most publications of general interest are available in the state law library.

**6.15(3)** Office publications. This office issues a variety of materials consisting of brochures and pamphlets, press releases, and statistical reports, including but not limited to: crop and weather reports issued by the state climatologist's office; livestock and crop farm reports; sheep newsletter.

**6.15(4)** Rule-making records. Public documents generated during the promulgation of agency rules, including notices and public comments, are available for public inspection.

**6.15(5)** Office manuals. Information in office manuals may be confidential under Iowa Code section 17A.2(7) "f" or other applicable provision of law.

**6.15(6)** Cooperative agreements. The state has entered into cooperative agreements with the United States Department of Agriculture regarding various agricultural practices, including but not limited to warehouse inspection, agricultural statistics, and animal welfare enforcement.

**6.15(7)** Board, committee, council and commission records. Agendas, minutes, and materials prepared or maintained by the department or various divisions or bureaus of the department are available from the office, except those records concerning closed sessions which are exempt from disclosure under Iowa Code section 21.5 or which are otherwise confidential by law. Board, committee, council and commission records contain information about people who participate in meetings. These entities include both statutory entities, such as the state soil conservation committee, the grain indemnity fund board, the veterinary medicine board, and the agricultural development authority, and voluntary advisory committees, such as the feed advisory committee, the pesticide advisory committee, and the agricultural energy management advisory council. This information is collected pursuant to Iowa Code section 21.3. This information is not stored on an automated data processing system.

**6.15(8)** General soil conservation records. Soil conservation district information, including directory of commissioners, soil surveys, watershed program records, water resource district records, and other program information is maintained jointly by the division of soil conservation and the state soil conservation committee pursuant to Iowa Code chapters 161A and 161B.

**6.15(9)** General marketing records. Lists of commodity producers, lists of hay and straw producers, an agricultural export directory, lists of farmers' markets, and other forms of marketing information are maintained and made available to the public pursuant to Iowa Code section 159.20.

**6.15(10)** All other records that are not exempted from disclosure by law.