

561—2505.9(17A,22) Personally identifiable information. This rule describes the nature and extent of personally identifiable information that is collected, maintained, and retrieved by the department of natural resources by personal identifier in record systems. For the purposes of 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. Records maintained by the department of natural resources, the environmental protection commission, and the natural resource commission are in accordance with guidelines as set forth by the state records commission’s file system. An updated index is maintained by the department and is available for public inspection. Records are collected pursuant to authorities contained in Iowa Code title XI. Records are stored on paper; microfilm; microfiche; and, in some cases, automated data processing systems, such as electronic management systems and department web applications. Department of natural resources and natural resource commission records may include but are not limited to the following:

2505.9(1) Department of natural resources.

a. Administration, organization, and management.

- (1) Organization and management.
- (2) Planning and programming.
- (3) Administrative reports.
- (4) Insurance and bonding.
- (5) Departmental emergency planning.
- (6) Correspondence and reference materials.
- (7) Information and public relations.

b. Budgets, accounting and financial analysis.

- (1) Budget information.
- (2) Accounting.
- (3) Cost accounting.

c. Office services and facilities management.

- (1) Communications.
- (2) Printing and reproduction.
- (3) Records management.
- (4) Motor pool operations.
- (5) Facilities management.
- (6) Engineering and construction.

d. Equipment, supplies, and services.

- (1) Procurement.
 - (2) Property accountability.
- e. Legislative and legal.*
- (1) Department legislative liaison.
 - (2) Bills, joint resolutions, amendments, messages, and reports.
 - (3) Federal government.
 - (4) Administrative procedures.
 - (5) Attorney general opinions and research materials.
 - (6) Claims against the state.
 - (7) Lawsuits filed by the state.
 - (8) 28E agreements.

f. Personnel and payroll.

- (1) Employee personnel/payroll files.
- (2) Merit rules.
- (3) Payroll administration.
- (4) Position classification.
- (5) Preemployment.
- (6) Certification and selection.
- (7) Scheduling, assignments, and working hours.

- (8) Grievances.
- (9) Training and education.
- (10) Employee benefits and welfare.
- (11) Employment relations.
- (12) Equal employment opportunity.
- (13) Management improvement programs.
- (14) Delegation of authority and signature authorization.
- g. Conservation and environment.*
- (1) Geology.
 - 1. Surface and groundwater monitoring.
 - 2. Natural resources geographic information system (GIS) library.
 - 3. Oil/gas exploration and drilling.
- (2) Water conservation.
- (3) Land conservation.
- (4) Soil conservation.
- (5) Forestry management.
- (6) Fish and game conservation.
- (7) Recreation.
- (8) Environmental technology.
- (9) Air quality monitoring.
- (10) Water quality monitoring.
- (11) Land quality monitoring.
- (12) Hazardous material planning.
 - 1. Hazardous waste management.
 - 2. Underground storage tanks.
 - 3. Leaking underground storage tanks.
- (13) Radioactive materials.
- (14) Environmental—interdisciplinary.
- 2505.9(2) Natural resource commission.**
- a.* Tort claims investigations.
- b.* Numerous licensing files.
- c.* Lifetime licenses.
- d.* Boat registrations.
- e.* Docks, mooring, buoys or raft registrations.
- f.* Snowmobile registrations.
- g.* Miscellaneous mailing list (e.g., magazine).
- h.* Payroll and personnel information system.
- i.* Fur buyer reports.
- j.* Fish and game violations.
- k.* Safety certified students (hunter safety, snowmobile safety, and boating safety).
- l.* Special events applications and permits.
- m.* Snowmobile accident reports.
- n.* Boating accident reports.
- o.* Drowning reports.
- p.* Timber buyer reports and bonds.
- q.* Work programs with Iowa State University.
- r.* Timber management and forestry.
- s.* State park ranger violation reports.
- t.* Incident reports.
- u.* Donations.
- v.* Real estate acquisition.
- w.* Encroachments.

- x. Campground host program.
 - y. Law enforcement intelligence network (LEIN) and turn in poachers (TIP).
 - z. Park leases and concessions.
- [ARC 0433D, IAB 7/8/26, effective 6/18/26]