

**817—6.12(17A,22) Availability of records.** This rule lists the agency records which are open to the public, those which are confidential, and those which are partially open and partially confidential.

Agency records are listed by category, according to the legal basis for confidential treatment (if any). The commission administers federally funded programs to enforce confidentiality standards for federal law and regulations as are required for receipt of the funds. A single record may contain information from several categories.

The chart indicates whether the record contains personally identifiable information and indicates the legal authority for confidentiality and for the collection of personally identifiable information.

Abbreviations used in the chart are defined as follows:

| <u>Code</u> | <u>Meaning</u>                      | <u>Code</u> | <u>Meaning</u>   |
|-------------|-------------------------------------|-------------|--|
| O           | Open for public inspection          | O/C         | Partially open and partially confidential                                    |
| C           | Confidential/Not open to the public | O/E         | Partially open to members of the public and partially exempt from disclosure |
| E           | Exempt from mandatory disclosure    |             |  |
| NA          | Not Applicable                      |             |  |

| <u>Description of Record</u>                        | <u>Type of Record</u> | <u>Legal Authority For Confidentiality</u> | <u>Personally Identifiable Information</u> |
|---|-----------------------|--|--|
| Records of Commission and Committees                | O/E                   | Iowa Code 21.5                             | No   |
| Rule Making   | O                     | NA   | No   |
| Declaratory Rulings                                 | O/C                   | Iowa Code 22.7                             | No   |
| Policy Manuals                                      | O                     | NA   | No   |
| General Correspondence                              | O/E/C                 | Iowa Code 22.7                             | Yes  |
| Publications  | O                     | NA   | No   |
| Financial and Administrative Records                | O/E/C                 | Iowa Code 22.7                             | Yes  |
| Contracts and Agreements                            | O/C                   | Iowa Code 22.7(3)                          | Yes  |
| Appeal Records                                      | O/C                   | Iowa Code 22.7                             | Yes  |
| Litigation Files                                    | O/E/C                 | Iowa Code 22.7                             | Yes  |
| Privileged Communications and Products of Attorneys | E/C                   | Iowa Code 22.7                             | No   |