

**201—5.1(17A,22) Definitions.** As used in this chapter:

*“Agency”* means the department of corrections.

*“Confidential records”* are records, as defined under Iowa Code sections 22.7, 22.8, 904.601, 904.602, and 904.603, which are not disclosed to members of the public except by court order. This includes records which the department is prohibited by law from making available for inspection by members of the public and those exempt records which the department has determined not to disclose to members of the public.

*“Custodian”* means an agency or a person lawfully delegated authority by the agency to act for the agency in implementing Iowa Code chapter 22.

*“Open records”* are those records which are not authorized or required to be kept confidential under Iowa Code sections 22.7, 22.8, 904.601, 904.602, and 904.603 or any other provision of the law.

*“Personally identifiable information”* means information about or pertaining to an individual in a record which identifies the individual and which is contained in a record system.

*“Record”* means the whole or a part of a public record, as defined in Iowa Code section 22.1, that is owned by or in the physical possession of this agency.

*“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.

[ARC 3929C, IAB 8/1/18, effective 9/5/18]