

**441—231.9(231E,633) Case records.**

**231.9(1)** The state office or a local office will establish a case record for each protected person or client the state office or a local office is appointed to serve. At a minimum, the case record must contain demographic information, including:

- a.* Copies of the evaluations, medical records, and updates, if any;
- b.* A separate financial management folder containing an inventory, an individual financial management plan, a record of all financial transactions made on behalf of the protected person or client by the public guardian, copies of receipts for all expenditures made by the public guardian on behalf of the protected person or client, and copies of all other documents pertaining to the protected person or client's financial situation as required by the state office;
- c.* Itemized statements of costs incurred in the provision of services for which the public guardian received court-authorized reimbursement directly from the protected person or client's estate; and
- d.* Other information as required by the state office.

**231.9(2)** All case records maintained by the public guardian shall be confidential as provided in Iowa Code section 231E.4(6) "g."

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