

681—2505.10(22) Other groups of records. This rule describes agency records not maintained in a record system. These records are routinely available to the public but may contain confidential information. In addition, some records may contain information about individuals. Unless otherwise noted, these records are available on the board's website or at the board office and are not retrieved by personal identifier.

2505.10(1) Rulemaking. Rulemaking records may contain information about individuals making written or oral comments on proposed rules pursuant to Iowa Code section 17A.4.

2505.10(2) Board records. Agendas, minutes, and materials presented to the board are available, except for records concerning closed sessions that are confidential under Iowa Code section 21.5 and other provisions of law. Board records contain information about people who participate in meetings. This information is collected pursuant to Iowa Code section 21.3.

2505.10(3) Publications. News releases, annual reports, project reports, agency newsletters, etc., are available through the institutions' offices for public information. Brochures describing various agency programs are available at local offices of the agency.

2505.10(4) Statistical reports. Periodic reports for various agency programs are available through the institutions' offices for public information.

2505.10(5) Grants. Records on persons receiving grants are available through the institutions' offices for public information. The records may contain information about employees of a grantee.

2505.10(6) Published materials. The agency uses many legal and technical publications in its work. The public may inspect these publications upon request. Some of these materials may be protected by copyright law.

2505.10(7) Policy manuals. The agency employees' manual, containing the policies and procedures for programs administered by the agency, is available in every office of the agency. Policy manuals do not contain information about individuals.

2505.10(8) All other records that are not exempted from disclosure by law. The agency maintains a variety of records that do not generally contain information pertaining to named individuals.

All data processing systems used by the agency permit the comparison of personally identifiable information in one record system with personally identifiable information in another record system.

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