

**193—13.14 (22) Other groups of records.** This rule describes groups of records maintained by the agency other than record systems as defined in rule 193—13.1(17A,22). These records are routinely available to the public. However, the agency's files of these records may contain confidential information. In addition, the records listed in rule 193—13.13(17A,22) may contain information about individuals. Records are paper and electronic and may be stored in automated data processing systems. The bureau's records retention schedule shall permit the destruction of paper records once the records are converted to an electronic format.

**13.14(1) Rule-making records.** Rule-making records may contain information about individuals making written or oral comments on proposed rules. This information is collected pursuant to Iowa Code section 17A.4. This information is not generally stored in an automated data processing system, although rule-making dockets may also be found on the board's Web site.

**13.14(2) Board records.** Agendas, minutes, and materials presented to the board members in preparation for board meetings are available from the office of the board, except those records concerning closed sessions which are exempt from disclosure under Iowa Code section 21.5(4). Board records contain information about people who participate in meetings. This information is collected pursuant to Iowa Code section 21.3. This information is not stored in an automated data processing system, although minutes and other information may be found on the board's Web site.

**13.14(3) Publications.** News releases, annual reports, project reports, agency newsletters, and other publications are available from the office of the board. Information concerning examinations and registration is available from the board office. Agency news releases, project reports, and newsletters may contain information about individuals, including agency staff or members of agency councils or committees. This information is not stored in an automated data processing system, although some board publications may be found on the board's Web site.

**13.14(4) Appeal decisions and advisory opinions.** All final orders, decisions and opinions are open to the public except for information that is confidential according to subrule 13.12(2), paragraphs "b" and "c." These records may contain information about individuals collected under the authority of Iowa Code sections 542.10, 542B.21, 543B.29, 543D.17, 544A.13, 544B.15, and 544C.9.

**13.14(5) Policy manuals.** The agency employees' manual, containing the policies and procedures for programs administered by the agency, is available in the office of the agency. Policy manuals do not contain information about individuals.

**13.14(6) Other records.** All other records that are not exempted from disclosure by law.

**13.14(7) Waivers and variances.** Requests for waivers and variances, board proceedings and rulings on such requests, and reports prepared for the administrative rules committee and others.

**13.14(8) Declaratory orders.**

**13.14(9) Rule-making initiatives.** All boards maintain both paper and electronic records on rule-making initiatives in accordance with Executive Order Numbers 8 and 9.

**13.14(10) Personnel records of board staff and board members** which may be confidential pursuant to Iowa Code section 22.7(11). The agency maintains files containing information about employees, families and dependents, and applicants for positions with the agency. The files may include payroll records, biographical information, medical information relating to disability, performance reviews and evaluations, disciplinary information, information required for tax withholding, information concerning employee benefits, affirmative action reports, and other information concerning the employer-employee relationship.

**13.14(11) General correspondence, reciprocity agreements with other states, and cooperative agreements with other agencies.**

**13.14(12) Administrative records.** These records include documents concerning budget, property inventory, purchasing, yearly reports, office policies for employees, time sheets, and printing and supply requisitions.

**13.14(13) Subdivided land filings and related correspondence** collected pursuant to Iowa Code chapter 543C.

**13.14(14)** Time-share filings and related correspondence collected pursuant to Iowa Code chapter 557A.

**13.14(15)** All other records that are not confidential by law.

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