

641—96.8(144) County custodians' responsibility for maintenance of confidentiality. The state and county registrars shall maintain the confidentiality of all excluded material and information. Where records are such that this confidential information is included with accessible information, only accessible material and information shall be made available to the general public.

County custodians of vital records shall take all necessary steps to ensure the confidentiality of that information reflected on vital records that has been excluded from general public access. The county custodians must employ one or all of the following methods to ensure confidentiality:

1. Temporarily cover, by appropriate means, confidential material or information in such a manner as to allow access if needed at a later time.
2. If vital records are microfilmed, make a copy of the records from existing microfilm, eliminating the confidential material and information or cover the copy as above.
3. The county custodian will reproduce all vital records at county level eliminating the confidential material and information.

The county registrar may adopt reasonable charges to reflect the expenses for efforts required to allow general public access, examination and the assurance of confidentiality of this material and information pursuant to the authority of Iowa Code chapter 22. This fee is to be paid by those requesting these services as provided by the county custodian for supervising, copying or providing a suitable place for such work.