

**111—13.13 (17A,22) Availability of records.**

**13.13(1) General.** Agency records are open for public inspection and copying unless otherwise provided by rule or law.

**13.13(2) Confidential records.** The following records, categorized by agency program area, shall be held confidential. The statutory authority for confidentiality of each record system is given.

<u>Records</u>	<u>Statutory Authority</u>
ADMINISTRATION	
Central blind registry (c)	Iowa Code section 259.1
Client financial documents	Iowa Code section 259.1
Employment applications	Iowa Code section 22.7(11)
Minutes, closed meetings, commission for the blind	Iowa Code section 21.5(4)
Performance evaluations	Iowa Code section 19A.15
Personnel records	Iowa Code section 19A.15
Personnel attendance records	Iowa Code section 19A.15
Portions of agency staff manuals or indexed general statements of policy when disclosure of the information would: (1) enable law violators to avoid detection; (2) facilitate disregard of requirements imposed by law; or (3) give a clearly improper advantage to persons who are in an adverse position to the agency	Iowa Code sections 17A.2 and 17A.3
Unemployment claims	Iowa Code section 19A.15
ADULT ORIENTATION AND ADJUSTMENT CENTER	
Orientation center student information	Iowa Code section 259.1
Orientation center student list	Iowa Code section 259.1
Orientation center student/alumni data base (c)	Iowa Code section 259.1
BUSINESS ENTERPRISE PROGRAM	
Closing vendor inventories	Iowa Code section 259.1

Individual operator management training records	Iowa 259.1	Code	section
Operator assignment selection records	Iowa 259.1	Code	section
Vendor equipment inventories	Iowa 259.1	Code	section
Vendor financial information	Iowa 259.1	Code	section

INDEPENDENT LIVING REHABILITATION  
SERVICES

Case records	Iowa 259.1	Code	section
Client case number book	Iowa 259.1	Code	section
Client closure book	Iowa 259.1	Code	section
Client contact itineraries	Iowa 259.1	Code	section
Client master list	Iowa 259.1	Code	section
Client satisfaction survey	Iowa 259.1	Code	section
Library field contact report	Iowa 259.1	Code	section
Field operations staff reports	Iowa 259.1	Code	section

LIBRARY FOR THE BLIND AND PHYSICALLY HANDICAPPED

American college testing service test materials	Iowa 22.7(19)	Code	section
American printing house for the blind availability inquiries	Iowa 22.7(13)	Code	section
Applications for library service	Iowa 259.1	Code	section
Book order records	Iowa 22.7(13)	Code	section
Book transcription completion records	Iowa 22.7(13)	Code	section
Braille thermoform request records	Iowa 22.7(13)	Code	section
Circulation records	Iowa 22.7(13)	Code	section
CMLS microfiche and printout book of library patron records	Iowa 22.7(13)	Code	section

EI cassette machine pilot project user listing	Iowa Code	section
	22.7(13)	
Hand-thermoformed braille library patron list	Iowa Code	section
	22.7(13)	
Instructional materials center purchase orders	Iowa Code	section
	22.7(13)	
Interlibrary library patron loan records	Iowa Code	section
	22.7(13)	
Iowa basic skills test materials	Iowa Code	section
	22.7(19)	
Iowa federation of women's clubs library patron request records	Iowa Code	section
	22.7(13)	
Iowa Lions bible distribution list	Iowa Code	section
	22.7(13)	
Library patron correspondence	Iowa Code	section
	22.7(13)	
Library patron equipment inventory	Iowa Code	section
	22.7(13)	
Library patron orders, monthly reports	Iowa Code	section
	22.7(13)	
Library patron braille requests and production records	Iowa Code	section
	22.7(13)	
Library patron braille request exchange list	Iowa Code	section
	22.7(13)	
New library patron listing	Iowa Code	section
	22.7(13)	
NLS subscription transaction records	Iowa Code	section
	22.7(13)	
NLS updates on library patron service changes	Iowa Code	section
	22.7(13)	
Out-of-state library patron duplication records	Iowa Code	section
	22.7(13)	
Pioneer service reports	Iowa Code	section
	22.7(13)	
Recording for the blind circulation records	Iowa Code	section
	22.7(13)	
Tape purchase correspondence	Iowa Code	section
	22.7(13)	
Textbook tracking materials	Iowa Code	section
	22.7(13)	

#### VOCATIONAL REHABILITATION SERVICES

Annual SGA closure list	Iowa Code	section
	259.1	
Case records	Iowa Code	section
	259.1	

Certification letters	Iowa 259.1	Code	section
Claim and verification requests	Iowa 259.1	Code	section
Client contact itineraries	Iowa 259.1	Code	section
Client master list	Iowa 259.1	Code	section
Client orientation schedule list	Iowa 259.1	Code	section
Client satisfaction survey	Iowa 259.1	Code	section
Department of personnel braille typing tests	Iowa 19A.15	Code	section
Monthly field operations staff reports	Iowa 259.1	Code	section
SSA responses to claim & verification requests	Iowa 259.1	Code	section

NOTE: (c) indicates information is also stored on a computer database.

**13.13(3)** *Personally identifiable information.* This subrule describes the nature and extent of personally identifiable information which is collected, maintained, and retrieved by the agency by personal identifier in record systems defined in rule 111—13.1(17A,22). For each record system, this subrule describes the legal authority for the collection of information. These record systems, categorized by agency program area, are:

<u>Records</u>	<u>Legal Authority for Collection</u>
ADMINISTRATION	
Accounts payable vouchers	Iowa Code section 259.1
Central blind registry (c)	Iowa Code section 259.1
Client financial documents	Iowa Code section 259.1
Employment applications	Iowa Code section 19A.15
Performance evaluations	Iowa Code section 19A.15
Personnel records	Iowa Code section 19A.15
Personnel attendance records	Iowa Code section 19A.15

Unemployment claims	Iowa 19A.15	Code	section
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ADULT ORIENTATION AND ADJUSTMENT  
CENTER

Orientation center student information	Iowa 259.1	Code	section
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Orientation center student list	Iowa 259.1	Code	section
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Orientation center student/alumni database (c)	Iowa 259.1	Code	section
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BUSINESS ENTERPRISE PROGRAM

Closing vendor inventories	Iowa 259.1	Code	section
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Individual operator management training records	Iowa 259.1	Code	section
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Operator assignment selection records	Iowa 259.1	Code	section
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Vendor equipment inventories	Iowa 259.1	Code	section
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Vendor financial information	Iowa 259.1	Code	section
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INDEPENDENT LIVING REHABILITATION  
SERVICES

Case records	Iowa 259.1	Code	section
Client case number book	Iowa 259.1	Code	section
Client closure book	Iowa 259.1	Code	section
Client contact itineraries	Iowa 259.1	Code	section
Client equipment inventory cards	Iowa 259.1	Code	section
Library field contact report	Iowa 259.1	Code	section
Field operations monthly reports	Iowa 259.1	Code	section

LIBRARY FOR THE BLIND AND PHYSICALLY HANDICAPPED

American printing house for the blind library patron availability inquiries	Iowa 216B.3	Code	section
Applications for library service	Iowa 216B.3	Code	section
Book order records	Iowa 216B.3	Code	section
Book transcription completion records	Iowa 22.7(13)	Code	section
Braille thermoform request records	Iowa 22.7(13)	Code	section
Circulation records	Iowa 216B.3	Code	section
CMLS microfiche and printout book of library patron records	Iowa 216B.3	Code	section
EI cassette machine pilot project user listing	Iowa 216B.3	Code	section
Hand-thermoformed braille library patron list	Iowa 216B.3	Code	section
Instructional materials center purchase orders	Iowa 216B.3	Code	section
Interlibrary library patron loan records	Iowa 216B.3	Code	section
Iowa federation of women's clubs library patron request tracking	Iowa 216B.3	Code	section
Iowa Lions bible distribution list	Iowa 216B.3	Code	section

Library patron correspondence	Iowa 216B.3	Code	section
Library patron equipment inventory	Iowa 216B.3	Code	section
Library patron orders, monthly reports	Iowa 216B.3	Code	section
Library patron braille requests and production records	Iowa 216B.3	Code	section
Library patron braille request exchange list	Iowa 216B.3	Code	section
New library patron listing	Iowa 216B.3	Code	section
NLS subscription transaction records	Iowa 216B.3	Code	section
NLS updates on library patron service changes	Iowa 216B.3	Code	section
Out-of-state library patron duplication records	Iowa 216B.3	Code	section
Pioneer service reports	Iowa 216B.3	Code	section
Recording for the blind circulation records	Iowa 216B.3	Code	section
Tape purchase correspondence	Iowa 216B.3	Code	section
Textbook tracking materials	Iowa 216B.3	Code	section

#### VOCATIONAL REHABILITATION SERVICES

Annual SGA closure list	Iowa 259.1	Code	section
Case records	Iowa 259.1	Code	section
Certification letters	Iowa 259.1	Code	section
Claim & verification requests	Iowa 259.1	Code	section
Client contact itineraries	Iowa 259.1	Code	section
Client orientation schedule list	Iowa 259.1	Code	section
SSA responses to claim & verification requests	Iowa 259.1	Code	section

NOTE: (c) indicates information is also stored on a computer database.

**13.13(4)** *Open records.* Agency records are open for public inspection and copying unless otherwise provided by rule or law. These record systems, categorized by agency program area, are routinely available to the public. They do not generally contain personally identifiable information or confidential information.

Records

ADMINISTRATION

Acknowledgments of gifts and bequests contributions  
Administrative rules, public docket and rule-making records  
Advisory boards, commissions, associations, committees and task forces: correspondence, minutes and general information  
Aids and appliances, accounts receivable  
Annual reports  
Building blueprints  
Building equipment reference manuals and data  
Cooperative agreements  
CSAVR, correspondence and general information  
Dept. of education, correspondence, fiscal records and general information  
Dept. of personnel procedures manual  
Employee assistance fund information  
Employee handbook  
Equipment maintenance agreements  
Executive calendar, current and past  
Federal financial reports  
Federal funds request authorizations  
Federal government agencies, correspondence and reports  
Film and videotape information  
Fire evacuation procedures  
Fiscal information on special projects  
Forms, indexed  
General complaints and criticisms from the public  
General letters of appreciation from the public  
General requests and inquiries from the public  
General statements of agency policy, indexed  
Gift law, general information  
Iowa head injury committee  
Iowa management training system, general information  
Job opening announcements  
Legislators, listing  
Legislative correspondence and general information  
Mailing lists  
Maintenance work orders (c)  
Membership, payment approvals  
Minutes, Iowa commission for the blind  
Monthly financial reports, dept. of revenue  
National council of state agencies for the blind, correspondence and general information  
New staff seminar schedules and evaluations  
Out-of-state travel authorization requests and approvals  
Personnel classifications, job descriptions and pay schedules  
Personnel instructional pamphlets

Photographs and resumes, administrator and commission members  
 Pool/gym agreements  
 Position description questionnaires  
 Press releases and news clippings  
 Private organizations, correspondence and general information  
 Product safety chemical data sheets  
 Professional and technical associations, correspondence and general information  
 Public records docket  
 Publications  
 Rehabilitation administrative management program, general information and correspondence  
 Rehabnet, general information and memos  
 Rental and lease agreements  
 Sixtieth anniversary, general information  
 Staff service certificates  
 State government agencies, correspondence and reports  
 State vehicle dispatcher monthly reports  
 Statements of grant awards  
 Studies, surveys and proposals  
 28E agreements  
 Utility consumption and cost data (c)

#### BUSINESS ENTERPRISE PROGRAM

Blueprints and equipment layouts  
 Randolph-Sheppard Act  
 State plan, Randolph-Sheppard Act  
 Vendor forms

#### INDEPENDENT LIVING REHABILITATION SERVICES

CSAVR independent living committee  
 Deaf-blind register  
 Grant applications and instructional memos  
 Independent living advisory committee, general information and minutes  
 Independent living forms  
 Independent living procedure memos and schedules  
 In-service training grant, application and agendas  
 Part C announcements and reference materials  
 RCEP training advisory committee, general information and correspondence  
 Reference materials on alternative techniques  
 RSA 704 report  
 RSA 70B report  
 Special project grant, 1983  
 State plan for independent living services  
 Statewide independent living council, general information and minutes  
 Title VII, part b grant, reports and correspondence

#### LIBRARY FOR THE BLIND AND PHYSICALLY HANDICAPPED

Acquisition of bibles, general information  
 American printing house for the blind federal quota orders  
 American federation for the blind directory of agencies

APH central automated resource list  
Application transfer technique study  
Bibliographies, by subject  
Bindery tracking records  
Book inspection survey  
Books proofread for sale, listing  
Braille alphabet cards  
Braille instruction manuals and sign booklets  
Brochures from other libraries for the blind  
Card catalog microfilming information  
Card catalog uniform entries authority  
Card file of print books about blindness  
Card file of cassettes processed  
Cassette books, number assignment record  
Catalog production and master records  
Censorship, general information  
Circulation, general information  
Comprehensive mailing list system (CMLS), general information  
Computer installation information  
Computer software and software manuals  
Copyright clearance records  
Deaf-blindness, general information  
Diebold repairs, general information  
Disabilities, general information  
Duplicators, general information  
EI cassette instructional video  
Eligibility, general information  
Equal employment opportunity, general information  
Equipment manuals  
Forms, inventory and masters (c)  
Free matter for the blind and physically handicapped, general information  
General library statistics  
Guidelines for tapists  
Health care facilities in Iowa, listing  
Historical collection of uncataloged examples of tactile systems  
Instructional materials center, general information  
Intention and completion forms for the American printing house for the blind  
Iowa computer-assisted network advisory board minutes, 1985  
Iowa federated women's clubs, listing  
Iowa library directory  
Iowa libraries: a time to grow 1985-90 (program planning guide)  
Iowa Lions foundation  
Large-type format, general information  
Lead worker, general information  
Library automation report, 1983  
Library consumer advisory committee minutes and general information  
Library grants  
Library materials invoices  
Library staff procedures manuals  
Logs, various department systems  
Machines, general information  
Magazine inventory

Magazine transaction merge procedures  
Magazines, reference materials on selection, transcription and subscription  
Mailing lists  
Marantz, general repair information  
Modems, general information  
Monthly reports on nonusers of library service  
National braille association bulletins  
NLS availability listings  
NLS automation reports  
NLS, general correspondence and information  
NLS removal authorization documentation  
Nonborrower purchase orders  
OCR scanners, general information  
Postal service, general information  
Publication catalogs  
Publishers, listing  
Radio reading for the blind, production information  
Reader enrollment and delivery systems (READS), general information  
Records management listing of library records  
Request for proposal for local area network  
Salvaging rigid talking book discs, instruction manual  
Shelving, general information  
Snowbirds, general information  
Space utilization report  
Speech/braille computer output, general information  
Titles received, book listing  
Training grant, general information  
Transcriber's workshop, documentation and information  
Vendor listing  
World book encyclopedia, informational material  
XESS, listing of books removed from the collection

NOTE: In addition to the above records, a complete inventory of all materials available for circulation is maintained in the library's card catalog.

#### VOCATIONAL REHABILITATION

Available readers and drivers listing  
Dept. of personnel, certified disabilities program  
Commissioner policies on service provision  
Computer technology reference materials  
Counselor instructional manual  
Field operations statistical reports  
504 subcommittee meeting records  
General resource materials on employment and vocational rehabilitation  
Health resources and information  
Information on U.S. civil service and personnel management  
In-service training agendas  
In-service training grant  
Job openings posting book  
Medical reference pamphlets and brochures  
Paratransit advisory committee reference materials

## Photographs

RCEP training advisory committee reference listing

Reference materials on Targeted jobs tax credit, Job training partnership Act and PWI programs

Rehabilitation Act of 1973

Rehabilitation services administration annual report on postemployment services and annual reviews

Rehabilitation services administration federal regulations

Rehabilitation services administration monthly cumulative caseload report

Rehabilitation services administration quarterly cumulative caseload report

Rehabilitation services administration program and cost report

Social security disability and SSI reference materials

Speeches by Kenneth Jernigan and Jacob tenBroek

SSA administrative procedure letters

SSA program instructions and resource materials

Staff procedure memos

Staff territory assignments

State facilities plan

State plan for vocational rehabilitation services

Supported employment reference materials

Telephone directories for DVRS and AEA personnel

Transition committee minutes and reference materials

Veterans administration resource materials

Vocational rehabilitation guidelines and procedures

NOTE: (c) indicates information is also stored on a computer database.

The following record systems, categorized by agency program area, are open to access by the public, but may contain personally identifiable or confidential information:

RecordsStatutory Authority

## ADMINISTRATION

Accounts payable vouchers	Iowa Code section 259.1
Accounting interagency correspondence and information	Iowa Code sections 259.1 and 19A.15
Applications for education leave and educational assistance	Iowa Code section 19A.15
Correspondence, general	Iowa Code section 259.1
Gifts and bequests trust account records	Iowa Code section 216B.3
Minutes, supervisors meetings	Iowa Code section 259.1

## BUSINESS ENTERPRISE PROGRAM

Closed vending facilities	Iowa 259.1	Code	section
Correspondence, general	Iowa 259.1	Code	section
Correspondence, vendor	Iowa 259.1	Code	section
Licenses	Iowa 259.1	Code	section
Minutes, state vendor committee	Iowa 259.1	Code	section
Vending facilities (all locations)	Iowa 259.1	Code	section

INDEPENDENT LIVING REHABILITATION  
SERVICES

Agency contact documentation	Iowa 259.1	Code	section
Bistate independent living center	Iowa 259.1	Code	section
Client equipment inventory cards	Iowa 259.1	Code	section
General correspondence, 1981-84	Iowa 259.1	Code	section
Helen Keller national center, grant, reports, and correspondence	Iowa 259.1	Code	section

LIBRARY FOR THE BLIND AND PHYSICALLY HANDICAPPED

Braillewriter equipment inventory	Iowa 216B.3	Code	section
Marantz equipment inventory and repair records	Iowa 216B.3	Code	section
Proofreader circulation assignments	Iowa 216B.3	Code	section
Tape exchange correspondence	Iowa 216B.3	Code	section
Volunteer braille and tape production records	Iowa 216B.3	Code	section

VOCATIONAL REHABILITATION

General correspondence	Iowa 259.1	Code	section
Intra-office and interoffice memos	Iowa 259.1	Code	section
Lions typewriter acquisition list	Iowa 259.1	Code	section

NOTE: (c) indicates information is also stored on a computer database.