

MAR 14 2003  
STATE GOVERNMENT

HOUSE FILE 562  
BY STRUYK

Passed House, Date \_\_\_\_\_ Passed Senate, Date \_\_\_\_\_  
Vote: Ayes \_\_\_\_\_ Nays \_\_\_\_\_ . Vote: Ayes \_\_\_\_\_ Nays \_\_\_\_\_  
Approved \_\_\_\_\_

**A BILL FOR**

1 An Act relating to the mailing of confidential information by and  
2 to the state and including effective and applicability date  
3 provisions.

4 BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF IOWA:

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HF 562

1 Section 1. NEW SECTION. 7G.1 PROTECTION OF CONFIDENTIAL  
2 INFORMATION.

3 1. Every state department, agency, board, or commission  
4 that mails correspondence containing confidential information  
5 shall mail the correspondence with all sides sealed with  
6 perforated tear-off strips or in any other manner that will  
7 easily indicate if tampering with the mailed correspondence  
8 has occurred.

9 2. Every state department, agency, board, or commission  
10 that sends a request to an individual to respond by means of a  
11 return postcard which contains or could contain confidential  
12 information shall have printed on the return postcard a  
13 statement that if the individual wishes to protect any  
14 confidential information, the individual should return the  
15 postcard in a separate envelope.

16 3. For purposes of this section, the executive council  
17 shall identify by September 1, 2003, the kinds of confidential  
18 information that are covered by this section.

19 Sec. 2. EFFECTIVE AND APPLICABILITY DATES. This Act,  
20 being deemed of immediate importance, takes effect upon  
21 enactment and applies to confidential information mailed on or  
22 after September 1, 2003.

23 EXPLANATION

24 This bill requires state government, when mailing  
25 correspondence containing confidential information, to protect  
26 its confidentiality by sealing all sides with perforated tear-  
27 off strips for opening or by any other method that will easily  
28 indicate that tampering has occurred. The bill also requires  
29 a statement to be included on postcards to be returned to the  
30 state which contain confidential information that the returnee  
31 should mail the postcard in an envelope if the returnee wants  
32 to protect the confidential information.

33 The executive council is given the responsibility of  
34 identifying the kinds of confidential information that are  
35 covered by the bill.

1       The bill takes effect upon enactment and applies to  
2 confidential information mailed on or after September 1, 2003.  
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