

**501—7.14(17A,22) Other groups of records.** This rule describes groups of records maintained by the agency other than a record system as defined in rule 501—7.1(17A,22). These records are routinely available to the public; however, the agency's files of these records may contain confidential information as discussed in rule 501—7.12(17A,22). The records listed may contain information about individuals. All records are stored on paper or in computer systems.

**7.14(1) Council records.** Agendas, minutes, and materials presented to the Iowa law enforcement academy council are available at the Iowa law enforcement academy, except those records concerning executive sessions which are exempt from disclosure under Iowa Code section 21.5 or which are otherwise confidential by law. Council records contain information about people who participate in meetings. This information is collected pursuant to Iowa Code section 21.5.

**7.14(2) Administrative records.** This includes documents concerning budget, property inventory, reservation and use of facility space, purchasing, yearly reports, office policies for employees, time sheets, printing and supply requisitions, and income sources such as psychological testing fees, petty cash, tuition, film rentals, and room rentals.

**7.14(3) Publications.** The office receives a number of books, periodicals, videotapes, films, newsletters, government documents, etc. Some of these records may be protected by copyright law. Many of these publications of general interest are available in the state law library.

**7.14(4) Rule-making records.** Public documents generated during the promulgation of agency rules, including notices and public comments, are available for public inspection.

**7.14(5) Office manuals.** Information in office manuals such as the instructor outlines or policy manuals may be confidential under Iowa Code section 17A.2(11) "f" or other applicable provision of law.

**7.14(6) Office publications.** The agency maintains statistical reports and other written documentation to educate the public about the Iowa law enforcement academy to be used in program planning and budget projections.

**7.14(7) Legislative files.** These files keep a record of bills being considered by the Iowa legislature each legislative session. These records are public records and can best be obtained by contacting the Iowa house or senate bill room at the state capitol.

**7.14(8) Research files.** These files are kept as working files to research and scrutinize different concerns particular to law enforcement and the academy's training and rule-making obligations. Some of this information is confidential as attorney-client work product, as under Iowa Code section 17A.2 or 22.7, or other applicable provisions of law.

**7.14(9) All other records.** Records are open if not exempted from disclosure by law.

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