

421—2.16(22) Availability to listings of specific record series in the department by division. A detailed listing of records is available to the public in the central administration office in paper or automated data processing form. This listing includes, by division, the record series name, a general description of the record series, record location, maintenance, physical medium, identifier by which the records are accessed, individuals who have routine access, whether the record is entirely public, entirely confidential, or partially public and partially confidential, whether the record has or does not have personally identifiable information, what forms are associated with the record series and whether or not there is computer matching of personally identifiable information.