

**282—5.15 (272) Other groups of records.** This rule describes groups of records maintained by the agency other than record systems as defined in rule 282—5.2(272). These records are routinely available to the public; however, the agency's files of these records may contain confidential information or information about individuals that is not confidential as discussed in rule 282—5.13(272). All records are stored both on paper and in automated data processing systems unless otherwise noted.

**5.15(1) Rule making.** Rule-making records may contain information about individuals making written or oral comments on proposed rules or proposing rules or rule amendments. This information is collected pursuant to Iowa Code sections 17A.3, 17A.4, and 17A.7. These records are stored on paper and not in an automated data processing system.

**5.15(2) Board records.** Records contain agendas, minutes, and materials presented to the board. Records concerning closed sessions are exempt from disclosure under Iowa Code subsection 21.5(4). Board records contain information about people who participate in meetings. This information is collected under the authority of Iowa Code section 21.3. Board records are not stored in an automated data processing system.

**5.15(3) Publications.** Publications include brochures, annual reports, video tapes, and other informational materials which describe various agency programs. Agency publications may contain information about individuals, including agency staff or members of the board. This information is not stored in an automated data processing system.

**5.15(4) Statistical reports.** Periodic reports of agency decisions are available from the board. Statistical reports are stored in an automated data processing system.

**5.15(5) Address lists/directories.** The names and mailing addresses of members of boards in other states, professional organizations, public press, and members of the general public evidencing interest in particular events of the agency are maintained in order to provide mailing labels for mass distribution of literature. This information is collected under the provisions of Iowa Code chapter 272.

**5.15(6) Case decisions and declaratory rulings.** All final orders, decisions and rulings are available for public inspection in accordance with Iowa Code section 17A.3. These records may contain personally identifiable information regarding individuals who are the subjects of the appeals or rulings. This information is collected pursuant to Iowa Code chapters 17A and 272 and 282—Chapter 5 and is not stored in an automated data processing system.

**5.15(7) Board budget records.** These records contain data used by the board to develop annual budgets. These records are stored on hard copy and on automated data processing.