

Community Relations  
Series 1000

Policy Title: Public Access to Information Code No. 1002

**Policy Statement**

Heartland AEA complies with public law in examination, reproduction and dissemination of public records. The Agency's public records shall be made available for examination in a timely manner, except for those records made confidential by Iowa Code Ch 22.7 or other law.

**Scope of Policy**

Pursuant to Iowa law, the Board has determined certain records need to be confidential as their disclosure could jeopardize the safety of persons or property and include, but are not limited to, the following:

- Security procedures, codes and passwords
- Emergency preparedness procedures and/or response protocols
- Evacuation procedures
- Information contained in records that if disclosed would significantly increase the vulnerability of critical, physical systems or infrastructure.
- Draft documents that are not in final form and have not been publicly uploaded to Heartland AEA's website,
- Documents which may reveal an innovation of trademarked work by Heartland AEA.

Generally, personnel records are considered confidential. Confidential personnel records and records containing personal information are not available for public access. Confidential records may be examined or copied only upon written permission by the person or entity whose confidential records are being requested, unless required by court order or subpoena.

**Accountability Overview**

The chief administrator will ensure that the Agency guidelines for examination, reproduction and dissemination of public records are in accordance with Iowa Code.

Public records requests shall be submitted to the Board Secretary or designee, who will respond in a timely manner to requests for viewing and receiving public information of Heartland AEA.

The requestor may be charged a reasonable fee for copying or for staff time required to organize information to meet the request. The Agency may require pre-payment of the

costs prior to copy and mailing. The Agency is not required to develop a new report or reorganize contents or data.

Costs for legal services utilized for the redaction or review of legally protected confidential information may also be assessed to the individual requesting the records. Printing of materials for the public at the expense of the Agency shall only occur when the event is sponsored by the Agency.

Legal Reference:

Iowa Code §§ 21.4; 22; 22.7; 291.6

Date of Adoption:

Reviewed: \_\_\_\_\_

Amended: 11/05, 8/25/14, 5/8/18, 11/9/21, 5/10/22  
5/9/23