

## 2.10 (17A,22) Routine use.

2.10(1) Defined. "Routine use" means the disclosure of a record without the consent of the subject or subjects for a purpose which is compatible with the purpose for which the record was collected. It includes disclosures required to be made by statute other than the public records law, Iowa Code chapter 22.

2.10(2) To the extent allowed by law, the following uses are considered routine uses of all agency records:

a. Disclosure to those officers, employees and agents of the agency who have a need for the record in the performance of their duties. The custodian of the record may, upon request of any officer or employee or on the custodian's own initiative, determine what constitutes legitimate need to use confidential records.

b. Disclosure of information indicating an apparent violation of the law to appropriate law enforcement authorities for investigation and possible criminal prosecution, civil court action or regulatory order.

c. Disclosure to the agency or officer which this office is advising or representing in the matter in question or to the department of inspections and appeals for matters in which it is performing services or functions on behalf of the agency.

d. Transfer of information within the agency, to other state agencies, or to local units of government as appropriate to administer the program for which the information is collected.

e. Information released to staff of federal and state entities for audit purposes or for purposes of determining whether the agency is operating a program lawfully.

f. Any disclosure specifically authorized by the statute under which the record was collected or maintained.

561-2.10

EPA Rulemakings

CFR: 40 C.F.R. 70, Appendix A, Iowa (a)  
FRM: 60 FR 45671 (9/1/95)  
PRM: 60 FR 20465 (4/26/95)  
State Submission: 11/10/93  
State Proposal: N/A  
State Final: IAC 9/7/88 (Effective 8/17/88)  
APDB File: IA-36  
Description: The EPA approved a new chapter "Public Records and Fair Information Practices."  
This chapter establishes procedures for maintenance of records, facilitates public access to open records, and sets policy with respect to the handling of confidential information. This chapter was approved in conjunction with Title V rules.

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Difference Between the State and EPA-Approved Regulation

None.