

IOWA PUBLIC INFORMATION BOARD – Training Committee

MEMBERS

Catherine Lucas, Johnston (Government Representative, 2024-2028)
Monica McHugh, Zwingle (Public Representative, 2022-2026)
Jackie Schmillen, Urbandale (Media Representative, 2022-2026)

STAFF

Erika Eckley, Executive Director
Kimberly Murphy, Deputy Director
Alexander Lee, Agency Counsel

Use the following link to watch the IPIB meeting live:

<https://youtube.com/@IowaPublicInformationBoard>

Note: If you wish to make public comment to the Board, please send an email to PIB@iowa.gov prior to the meeting.

Agenda

February 18, 2025, 3:00-4:00 p.m.

Location: Via Google Meet

- I. Call to Order
- II. Approval of Agenda
- III. Public Comment (5-minute limit per speaker)
- IV. Training Updates (Lee)
- V. Discuss Priorities/Potential Projects for IPIB Staff
 - a. New FAQs Sections for Chapter 21/22 – Any new questions to be added? *
 - b. What resources can IPIB offer to the public on our website?
- VI. Discuss Potential Next Meeting Date
- VII. Adjourn

*** Attachment**



FAQs – CHAPTER 21

What is the purpose of Chapter 21?

Who is subject to Chapter 21?

What is a “meeting” under Chapter 21?

What qualifies as “deliberation” to qualify as a meeting?

What are social or ministerial purposes?

Can meetings occur over text or email?

May a governmental body conduct a vote anonymously or using a secret ballot?

What are the requirements for giving proper notice of an open meeting?

Does Chapter 21 require a governmental body to allow for public comment at an open meeting?

Is a governmental body required to keep minutes of an open meeting? What information should be included in the minutes?

When does Chapter 21 permit closed sessions?

Can final action be taken in closed session?

Are individual members responsible for compliance with Chapter 21?

When does an advisory board or committee have to comply with Chapter 21?

What can I do if I believe a governmental body has violated Chapter 21?

FAQs – CHAPTER 22

Does a request for a record have to be in person?

Who is the lawful custodian of public records?

Can I see letters written by a public official?

What if a requested record is in the possession of a private organization?

How much time does the public agency have to produce a requested record?

How long does a government body have to provide access to its minutes?

Are police department or sheriff's office records subject to Chapter 22?

Are computerized records treated the same as public records on paper?

Are job applications public records?

Are records relating to public records subject to records requests?

How long must public records be kept?

Can a government body charge a fee for a public records request?

Are all documents that government officials have in their possession considered public records?

If an email or other document is stored on a personal account or device, can it still be a public record?