

CA Resolution 061025A
Madison County, Iowa
Policy for Disclosure of Security Related Information

For the protection of county employees, visitors to county facilities, persons in the care, custody or under the control of the county, and property under the jurisdiction of the county, the Madison County Board of Supervisors hereby adopts this Policy for Public Records Exemption of Security Related Information for Madison County, Iowa (hereinafter "the County"), pursuant to Iowa Code§ 22.7(50) (2025)

This policy is effective as of the 10th day of June, 2025.

Purpose:

The purpose of this policy is to provide guidelines for exempting public disclosure of security related information pursuant to Iowa Code§ 22.7(50).

Policy Statement:

Disclosure of certain security related information to the public may increase risks to employees, visitors, persons or property and therefore must be protected. The County shall not disclose confidential information developed and maintained by the County concerning security procedures and emergency preparedness in response to a public records request if disclosure could reasonably be expected to jeopardize such employees, visitors, persons, or property. Only information that has a reasonable likelihood of compromising or jeopardizing safety and security should be withheld under this policy.

Guidelines:

In responding to public records requests, confidential information developed and maintained by the County concerning security procedures and emergency preparedness may be withheld to help ensure the safety and security of employees, visitors, persons, or property associated with the County. The following information shall be kept confidential unless otherwise ordered by a court, Madison County Auditor, Madison County Sheriff, or Madison County Attorney authorizes the release of such information:

1. Architectural, engineering or construction diagrams not otherwise publicly available.
2. Information contained in records that if disclosed would significantly increase the vulnerability of critical physical systems or infrastructures of the County.
3. Information about alarm and security systems such as key or electronic codes, passwords, wiring diagrams, system specifications, security cameras and security camera footage, and security procedures and planning related to such systems.
4. Information about security systems governing information technology systems, including hardware, software, passwords and protocols.
5. Security plans and protocols, including contingency planning, continuity of operations planning and emergency response plans and protocols.
6. Information about specific threats, assessments of specific threats, and plans for addressing specific threats held by the County, recognized threat assessment team or another authorized group or individual.
7. Information about the location of hazardous materials such as controlled substances, radioactive materials, toxic materials, explosives and other hazardous biological materials.

8. Information and protocols related to cash, cash handling, cash equivalents and property with unique or extraordinary value.
9. Assessments of security vulnerability of the County, county assets, or systems.
10. Information on Wired or Wireless Infrastructure dealing with computer networks and radio communication.
11. Information on or data/video collected on Security Camera Systems, Videos, Panic system, Door Locks

Camera System Access:

Access to the Courthouse Camera System Server shall be restricted to the Madison County Attorney or designee, Madison County Sheriff or designee and duly authorized Vendors.

Access to the Annex Camera System Server shall be restricted to the Madison County Attorney or designee, Madison County Sheriff or designee and duly authorized Vendors.

Access to the EMS Camera System Server shall be restricted to the Madison County Attorney or designee, Madison County Sheriff or designee, EMS Director or designee and duly authorized Vendors.

Camera System Server Location:

The Courthouse Camera System Server will be researched to determine the cost and ability to relocate server. Annex and EMS Building Camera System Servers will remain in current locations.

Disclosure of Security Related Information:

Security Related Information may be disclosed to an authorized contractor or other governmental entity when necessary to maintain or improve operations of the County. Situations in which such a necessity arises includes, but is not limited to, contractors working on the County's information or communications systems, joint projects with other entities or other public safety agencies using the County's communications systems.

Document Identification:

When possible, documents containing security related information will be identified with the following statement in the header and footer of each page:

CONTROLLED UNCLASSIFIED INFORMATION

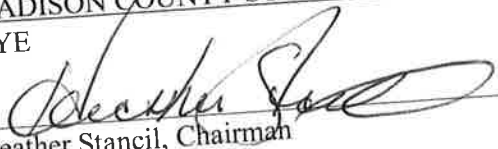
Additional Resources:

Iowa Code § 22.7(50) (2025)

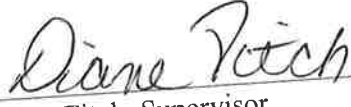
MADISON COUNTY SUPERVISORS

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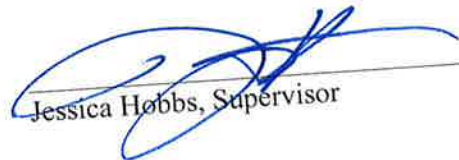
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Heather Stancil, Chairman

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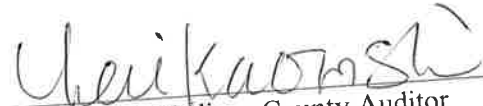

Diane Fitch, Supervisor

Diane Fitch, Supervisor


Jessica Hobbs, Supervisor

Jessica Hobbs, Supervisor

ATTEST:


Teri Kaczinski, Madison County Auditor

DATE:

6/10/25