

State of Iowa Department of Corrections

Policy and Procedures

Policy Number: AD-GA-20

Applicability: Institutions, CBC, Central Office, IPI

Policy Code: Public Access

Iowa Code Reference: 904.602, 22.7, 8A.610

Chapter 12: ADMINISTRATION AND MANAGEMENT

Sub Chapter: GENERAL ADMINISTRATION

Related DOC Policies: AD-GA-18, AD-TS-07, AD-PR-13

Administrative Code Reference: 201-5 (after 7/1/26: 7-2505 and 201-2505)

Subject: MANAGEMENT OF VIRTUAL AND PROGRAMMATIC RECORDING

PREA Standards: N/A

Responsibility: Paul Cornelius

Effective Date: June 29, 2026

Authority:

1. PURPOSE

To establish standardized procedures for the recording, storage, and disposal of virtual sessions, including psychoeducational groups, staff training, and administrative meetings. NOTE: This policy does not cover investigations or personnel-related matters. See DOC policy **AD-PR-13**, *Employee Investigations and Discipline*.

2. POLICY

It is the policy of the Iowa Department of Corrections (IDOC) to ensure fidelity to programs and training curricula, providing efficient avenues for Continuous Quality Improvement (CQI) while maintaining participant privacy and data security. The availability of recordings of administrative/operational meetings and training sessions is an organizational change best practice, assuring consistent messaging and asynchronous accessibility for all staff.

3. DEFINITIONS - as used in this policy and other relevant policies

Continuous Quality Improvement (CQI) - A systematic, ongoing process focused on improving the effectiveness and efficiency of an organization's programs and services. In this policy, CQI is tied to using recordings as a tool for evaluating

and ensuring the integrity of the program models. Also see IDOC policy **AD-TS-07**, *Continuous Quality Improvement*.

Program Fidelity - The degree to which a program or intervention (such as a psychoeducational group or training) is implemented as intended by its original design. In the context of the policy, it refers to ensuring that the virtual sessions are delivered with integrity and in a standardized manner.

CONTENTS

- A. Scope of Recording
- B. Authorization & Consent
- C. Secure Hosting & Access
- D. Retention and Deletion Schedule

4. PROCEDURES

A. Scope of Recording

The IDOC categorizes virtual recordings into the following:

1. Psychoeducational Groups/Interventions: Sessions (e.g., Iowa Domestic Abuse Program intervention sessions) may be recorded solely for facilitator supervision, fidelity monitoring, and continuous quality improvement (CQI) to assist the certified staff member when providing feedback to facilitators and ensuring programs are delivered effectively and with integrity.
2. Trainings & Presentations: Educational sessions recorded for future staff reference or onboarding.
3. Administrative/Operational Meetings: Internal briefings or project-based discussions.

B. Authorization & Consent

1. Participants must be notified of the intent to record at the start of any virtual platform session.
2. Audiovisual recordings of psychoeducational groups/interventions are confidential pursuant to Iowa Code § 904.602 and Iowa Code § 22.7(2).

Recordings of administrative meetings and staff training are public records unless specific portions fall under a recognized exemption of Iowa Code § 22.7.

C. Secure Hosting & Access

1. Platform Security: All recordings must be hosted on agency-authorized, secure platforms (e.g., Zoom for Government).
2. Access Control:
 - a. Access to psychoeducational groups/interventions recordings is restricted to the Facilitator, the Program Supervisor, and the Quality Assurance (CQI) team.
 - b. Access to recordings of training and administrative/operational matters is restricted to the organizer, and authorized staff that have a business related need to review the recording.
3. Local Storage: While the recommended practice is to utilize the secure platform (e.g., Zoom for Government cloud), recordings may be downloaded to secure local servers for temporary storage as validated by information technology staff per local procedures. **Saving recordings to personal hard drives or unencrypted external devices is strictly prohibited.**

D. Retention and Deletion Schedule

Retention of audiovisual records shall be kept in accordance with the applicable schedule as set forth by State Records Commission and Iowa Code, unless the DOC Director petitions the State Records Commission to create or modify information policies, standards, guidelines, or retention schedules. Also see DOC policy **AD-GA-18**, *Records Retention*.

1. Audiovisual records only: Retain while current past end of State fiscal year during which records are created; ADM 07-03-07.G Staff Trainings: Retain until no longer current, then destroy; PER 09-03-07.G.
2. Administrative Meetings: Retain 2 years past the end of State fiscal year during which the meeting occurred, then destroy; ADM 07-07.G.

3. Psychoeducational Groups/Interventions for purposes of CQI: To minimize the volume of sensitive data and protect participant privacy, the following timelines apply:

Kept for 90 Days after the review is complete, then must be **Manually Deleted** if on the server or set to **Automatic Deletion** if in a secure cloud environment.