

**CHAPTER 1093**  
**STATE FORMS MANAGEMENT PROGRAM**  
*H.F. 2485*

**AN ACT** relating to the management of state government forms.

*Be It Enacted by the General Assembly of the State of Iowa:*

Section 1. Section 304.2, Code 1983, is amended by adding the following new subsections:  
NEW SUBSECTION. "Records management" means a program designed to provide economy and efficiency in the creation, organization, maintenance, use and disposition of records to assure that needless records will not be created or retained and to assure that valuable records will be preserved.

NEW SUBSECTION. "Form" means a document containing information, printed or reproduced by whatever means, with blank areas for the entry of additional information.

NEW SUBSECTION. "Forms management" means a comprehensive control program which is designed and implemented to provide standards for the analysis, creation, design, procurement and storage of all forms in state government, and to assure that those forms are designed, produced and distributed economically and efficiently.

NEW SUBSECTION. "Designee" means a person or position appointed by the head of an agency listed in section 304.3 for a period of at least two years to regularly represent that agency in the activities of the commission.

Sec. 2. Section 304.3, Code 1983, is amended to read as follows:

**304.3 COMMISSION CREATED.** There is created a state records commission. The commission shall consist of the following or their designees:

1. The secretary of state ~~who shall act as chairman.~~
2. The executive director of the Iowa state historical department.
3. The treasurer of state.
4. The state comptroller.
5. ~~The court administrator of the judicial department~~ state librarian.
6. The auditor of state ~~or designee.~~

7. ~~Director~~ The director of the department of general services who shall act as secretary of the commission.

~~It is the duty of the~~ The commission shall annually elect its chairperson. ~~The commission to shall~~ determine what records have no administrative, legal, fiscal, research or historical value and should be disposed of or destroyed. The commission shall also establish a forms management program. The decisions of the commission shall be made by a majority vote of the entire membership.

Sec. 3. Section 304.6, Code 1983, is amended to read as follows:

**304.6 POWERS.** The primary agency responsible for providing administrative personnel and services for the commission ~~shall be~~ is the department of general services. The purchase, rental or lease of equipment and supplies for record storage or preservation by agencies ~~shall be~~ is subject to the approval of the commission except as otherwise provided by law. The commission shall review all record storage systems and installations of agencies ~~subject to this~~

chapter and recommend any changes necessary to assure maximum efficiency and economic use of equipment and procedures, including but not necessarily limited to, the type of equipment, methods and procedures for filing and retrieval of records and the location of equipment. The commission has the authority to examine all forms, records and other papers in the possession, constructive possession or control of state agencies for the purpose of carrying out the goals of this chapter. The commission shall annually review the effectiveness of the forms management program and the forms management practices of individual state agencies, and maintain records that indicate dollar savings and the number of forms eliminated, simplified or standardized through forms management. The commission shall review forms and may reject forms that are not neutral in regard to gender, race, religion or national origin or that request information on gender, race, religion or national origin when there is an inadequate state interest in obtaining that information for the purpose of that form. The commission shall file an annual report on the forms management program with the general assembly and the governor. The commission shall perform any act necessary and proper to carry out its duties.

Sec. 4. Section 304.7, Code 1983, is amended by adding the following new subsections:

NEW SUBSECTION. Procedures to assign state form numbers to all forms and maintain an index of all forms.

NEW SUBSECTION. Standards for the design and printing specifications for forms.

NEW SUBSECTION. Procedures for the process of approval for all requests for forms prior to the printing of forms.

NEW SUBSECTION. Procedures to promote the economical and efficient management of forms and to insure that forms are not created nor reproduced unnecessarily.

NEW SUBSECTION. Procedures to assist, train, and instruct state agencies and their internal records and forms management representatives in forms management techniques and provide direct assistance to new state agencies as they are created.

Sec. 5. Section 304.14, Code 1983, is amended to read as follows:

304.14 AGENCY PROGRAM. The head of each agency shall establish and maintain a program for the economical and efficient management of the records and forms of the agency. The program shall:

1. Provide for effective controls over the creation, maintenance, and use of records and forms in the conduct of current business.

2. Provide for co-operation with the secretary of the commission in applying standards, procedures, and techniques to improve the management of records and forms, promote the maintenance and security of records deemed appropriate for preservation, and facilitate the segregation and disposal of records of temporary value.

3. Provide for compliance with the provisions of this chapter and the rules and regulations adopted by the commission.

4. Provide for the designation of an agency records and forms coordinator who shall assist the agency in the content requirements of the forms design process and in the development of the agency's forms management program.

5. Report to the commission before the last Wednesday in December of each year those forms and records which have been created or discontinued in the past year, or provide a list of forms and records currently being used by the agency.

Sec. 6. NEW SECTION. 304.18 Effective January 1, 1986, a state agency shall not use a form unless the form has been approved under the forms management program.

Sec. 7. Each state agency shall review its current forms and provide the commission with a copy of all forms being used and recommendations for reductions in the use of forms by that agency within six months of the effective date of this Act.

Approved April 16, 1984