

CHAPTER 2
STATE RECORDS MANUAL

671—2.1(305) Authority of the manual. The state records manual is an interagency manual set forth in accordance with Iowa Code section 17A.2(11) “c.”

671—2.2(305) Content of the manual. The state records commission shall, through the state archives and records bureau, create and maintain a state records manual that contains:

1. Records series retention and disposition schedules adopted by the state records commission;
2. Detailed procedures for agency interaction with the state records commission and the state archives and records bureau for such activities as the development and revision of records series retention and disposition schedules, transfer and storage of records, access and retrieval of records from storage, and destruction of records;
3. Guidelines adopted by the state records commission to assist an agency head in implementing an efficient government records program within the agency; and
4. Reference copies of Iowa Code Supplement chapter 305 and 671—Chapters 1 to 8 and 14, Iowa Administrative Code.

671—2.3(305) Applicability of the manual. The provisions of the state records manual are applicable to all executive, legislative and judicial branch agencies subject to Iowa Code Supplement chapter 305.

671—2.4(305) Availability of the manual. The state records commission shall, through the state archives and records bureau, maintain a current state records manual and shall make that manual available to all agencies. Copies of the state records manual, either on paper or in electronic format, will be available to the public on demand for the cost of publication and distribution. Price information will be available from the state archives and records bureau.

These rules are intended to implement Iowa Code Supplement chapter 305.

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