

CHAPTER 10  
RECORDS MANAGEMENT

[Prior to 4/20/88, Regents, Board of(720)]

**681—10.1(304) Records management.** The board of regents' office and each institution governed by the board of regents shall develop internal rules for the economical, efficient, and systematic management of its records. Each institutional and board office records management system shall be approved by the board of regents when found by the board to be consistent with the objectives of Iowa Code chapter 304.

**681—10.2(304) Records system.** Each system shall incorporate the following:

- a.* Procedures dealing with records of transactions of the official business of the institution or board office, including design, handling, maintenance, filing, storage, and security.
- b.* Procedures dealing with utilization of space, equipment, and supplies.
- c.* Schedules for retention of records, and the form in which they are to be retained, either in offices or archives.
- d.* Schedules for destruction of records and the method to be used.
- e.* Standards for reproduction of records.

**681—10.3(304) Public inspection.** The system governing the records management procedure for each institution and the board office shall be available for public inspection at the respective institution and the office of the Executive Director, State Board of Regents, Old Historical Building, Des Moines, Iowa 50319.

These rules are intended to implement Iowa Code chapter 304.

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