

REGENTS BOARD[681]

Notice of Intended Action

**Proposing rulemaking related to records management
and providing an opportunity for public comment**

The Board of Regents hereby proposes to rescind Chapter 10, “Records Management,” Iowa Administrative Code, and to adopt a new Chapter 10 with the same title.

Legal Authority for Rulemaking

This rulemaking is proposed under the authority provided in Iowa Code section 8A.615.

State or Federal Law Implemented

This rulemaking implements, in whole or in part, Iowa Code chapters 8A and 17A.

Purpose and Summary

Iowa Code section 8A.615 requires the Board to adopt rules pursuant to Iowa Code chapter 17A for records management.

Regulatory Analysis

A Regulatory Analysis for this rulemaking was published in the Iowa Administrative Bulletin on October 15, 2025. A public hearing was held on the following date(s):

- November 4, 2025

Fiscal Impact

This rulemaking has no fiscal impact to the State of Iowa.

Jobs Impact

After analysis and review of this rulemaking, no impact on jobs has been found.

Waivers

Any person who believes that the application of the discretionary provisions of this rulemaking would result in hardship or injustice to that person may petition the Board for a waiver of the discretionary provisions, if any, pursuant to rule 681—19.18(17A).

Public Comment

Any interested person may submit written or oral comments concerning this proposed rulemaking, which must be received by the Board no later than 4:30 p.m. on April 30, 2026. Comments should be directed to:

Aimee Claeys, General Counsel
Board of Regents
11260 Aurora Avenue
Urbandale, Iowa 50322
Phone: 515.281.6456
Email: aimee.claeys@iowaregents.edu

Public Hearing

Public hearings at which persons may present their views orally or in writing will be held as follows:

April 28, 2026
11 to 11:30 a.m.
April 30, 2026
4 to 4:30 p.m.

11260 Aurora Avenue
Urbandale, Iowa
11260 Aurora Avenue
Urbandale, Iowa

Persons who wish to make oral comments at a public hearing may be asked to state their names for the record and to confine their remarks to the subject of this proposed rulemaking.

Any persons who intend to attend a public hearing and have special requirements, such as those related to hearing or mobility impairments, should contact the Board and advise of specific needs.

Review by Administrative Rules Review Committee

The Administrative Rules Review Committee, a bipartisan legislative committee which oversees rulemaking by executive branch agencies, may, on its own motion or on written request by any individual or group, review this rulemaking at its [regular monthly meeting](#) or at a special meeting. The Committee's meetings are open to the public, and interested persons may be heard as provided in Iowa Code section 17A.8(6).

The following rulemaking action is proposed:

ITEM 1. Rescind 681—Chapter 10 and adopt the following **new** chapter in lieu thereof:

CHAPTER 10
RECORDS MANAGEMENT

681—10.1(305) Records system. The state board of regents' office and each institution governed by the state board of regents shall develop internal procedures governing the management of records, which shall be made available for public inspection. Each system shall incorporate the following:

10.1(1) Procedures dealing with records of transactions of the official business of the institution or state board of regents' office, including design, handling, maintenance, filing, storage, and security.

10.1(2) Procedures dealing with utilization of space, equipment, and supplies.

10.1(3) Schedules for retention of records and the form in which they are to be retained, either in offices or archives.

10.1(4) Schedules for destruction of records and the method to be used.

10.1(5) Standards for reproduction of records.

This rule is intended to implement Iowa Code section 8A.615.