

RECORDS COMMISSION[671]

Adopted and Filed

Rulemaking related to development process for government information policies, standards, and guidelines

The Records Commission hereby rescinds Chapter 4, “Temporary Records—Transfer and Storage Process”; adopts a new Chapter 4, “Development Process for Government Information Policies, Standards, and Guidelines”; and rescinds Chapter 14, “Development Process for Government Information Policies, Standards and Guidelines,” Iowa Administrative Code.

Legal Authority for Rulemaking

This rulemaking is adopted under the authority provided in Iowa Code sections 8A.104(5) and 8A.608(1)“d.”

State or Federal Law Implemented

This rulemaking implements, in whole or in part, Iowa Code sections 8A.601 through 8A.615.

Purpose and Summary

This rulemaking is intended to provide a framework for development of information policies, standards, and guidelines, which are implemented by the Records Commission for State agencies and the Legislature. The rulemaking includes updated language pursuant to the Governor’s Executive Order 10. The rulemaking also reflects the fact that the Commission is now under the purview of the Department of Administrative Services through the State Government Alignment Act, 2023 Iowa Acts, Senate File 514, which has since been codified in Iowa Code chapter 8A.

Public Comment and Changes to Rulemaking

Notice of Intended Action for this rulemaking was published in the Iowa Administrative Bulletin on January 21, 2026, as **ARC 9969C**. Public hearings were held on the following date:

- February 10, 2026

No one attended the public hearings. No public comments were received. No changes from the Notice have been made.

Adoption of Rulemaking

This rulemaking was adopted by the Commission on March 2, 2026.

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

The Department will not grant waivers under the provisions of these rules, other than as may be allowed under Chapter 9 of the Department’s rules concerning waivers.

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).

Effective Date

This rulemaking will become effective on July 29, 2026.

The following rulemaking action is adopted:

ITEM 1. Rescind 671—Chapter 4 and adopt the following **new** chapter in lieu thereof:

CHAPTER 4
DEVELOPMENT PROCESS FOR GOVERNMENT
INFORMATION POLICIES, STANDARDS, AND GUIDELINES

671—4.1(8A) Proposal of government information policies, standards, and guidelines. An agency staff member or a member of the public may propose a topic to be developed into a government information policy, standard, or guideline by contacting the state records commission through the state archives and records bureau. A proposal may include a draft government information policy, standard, or guideline.

671—4.2(8A) Commission responsibilities.

4.2(1) In accordance with Iowa Code section 8A.608, the commission shall:

- a. Develop such government information policies, standards, and guidelines as it deems appropriate;
- b. Prior to final adoption, solicit agency participation in the review of government information policies, standards, and guidelines;
- c. Draft and file administrative rules in accordance with Iowa Code chapter 17A for all government information policies and standards; and
- d. Include all government information guidelines in the state records manual.

4.2(2) The commission may:

- a. Appoint advisory committees to research and analyze issues related to government information policies, standards, and guidelines; and
- b. Prior to final adoption, solicit public participation in the review of government information policies, standards, and guidelines.

671—4.3(8A) State archives and records bureau responsibilities. The state archives and records bureau shall provide administrative support to advisory committees appointed by the commission.

671—4.4(8A) Agency responsibilities.

4.4(1) An agency shall be in substantial compliance with government information policies and standards adopted by the commission.

4.4(2) An agency may utilize government information guidelines adopted by the commission as the agency implements the government records program within the agency.

671—4.5(8A) Advisory committees.

4.5(1) Advisory committees of the state records commission may:

- a. Make recommendations to the state records commission.
- b. Consist of public members and agency staff members. No more than three members of the state records commission may be members of any advisory committee.

4.5(2) Individuals may volunteer to serve on advisory committees of the state records commission by submitting a letter of application to the state archives and records bureau along with a résumé stating areas of interest and expertise.

4.5(3) The state archives and records bureau will maintain the applications of individuals who volunteer to serve as members of advisory committees of the state records commission for a two-year period following receipt of the letter of application.

These rules are intended to implement Iowa Code sections 8A.601 through 8A.615.

ITEM 2. Rescind and reserve **671—Chapter 14**.

[Filed 6/2/26, effective 7/29/26]

[Published 6/24/26]

EDITOR'S NOTE: For replacement pages for IAC, see IAC Supplement 6/24/26.