

**REGENTS BOARD[681]**

**Adopted and Filed**

**Rulemaking related to records management**

The Board of Regents hereby rescinds Chapter 10, “Records Management,” Iowa Administrative Code, and adopts a new Chapter 10 with the same title.

*Legal Authority for Rulemaking*

This rulemaking is adopted 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.

*Public Comment and Changes to Rulemaking*

Notice of Intended Action for this rulemaking was published in the Iowa Administrative Bulletin on April 1, 2026, as **ARC 0168D**. A public hearing was held on the following date(s):

- April 28, 2026
- April 30, 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 Board on June 16, 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*

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 7—Chapter 2504.

*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 August 12, 2026.

The following rulemaking action is adopted:

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.

[Filed 6/10/26, effective 8/12/26]

[Published 7/8/26]

EDITOR'S NOTE: For replacement pages for IAC, see IAC Supplement 7/8/26.