

CHAPTER 14
DEVELOPMENT PROCESS FOR GOVERNMENT INFORMATION POLICIES,
STANDARDS AND GUIDELINES

671—14.1(305) Purpose. The state records commission develops and adopts statewide government information policies, standards and guidelines that provide for economy and efficiency in the creation, organization, maintenance, administrative use, security, public accountability, storage, retention and final disposition by destruction or permanent preservation of records.

671—14.2(305) 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—14.3(305) Commission responsibilities.

14.3(1) The state records 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.

14.3(2) The state records 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—14.4(305) State archives and records bureau responsibilities. The state archives and records bureau shall provide administrative support to advisory committees appointed by the state records commission.

671—14.5(305) Agency responsibilities.

14.5(1) An agency shall be in substantial compliance with government information policies and standards adopted by the state records commission.

14.5(2) An agency may utilize government information guidelines adopted by the state records commission as the agency implements the government records program within the agency.

671—14.6(305) Advisory committees.

14.6(1) Advisory committees of the state records commission shall make recommendations to the state records commission.

14.6(2) Advisory committees of the state records commission may 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.

14.6(3) 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.

14.6(4) The state archives and records bureau shall 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 Supplement chapter 305.

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