

CHAPTER 1
ORGANIZATION AND RESPONSIBILITIES

671—1.1(17A,305) Description of organization.

1.1(1) *State records commission.* The membership of the state records commission shall be composed of the following officials or their designees: the secretary of state, the director of the department of cultural affairs, the treasurer of state, the director of revenue, the director of the department of management, the state librarian, the auditor of state, and the director of the department of administrative services. The chairperson shall be elected biennially from the membership.

1.1(2) *Location.* Communication with the state records commission may be established through the State Archives and Records Bureau, Department of Cultural Affairs, State Historical Building, 600 East Locust Street, Des Moines, Iowa 50319.

1.1(3) *Meetings.* Commission meetings shall be held quarterly and at the call of the chairperson. In accordance with state open meeting laws, agendas for meetings will be posted at the state historical building and on the commission's Web site www.iowasrc.org. Two-thirds of the commission membership shall be a quorum for the purpose of conducting business. Actions of the commission shall be by simple majority of members present.

671—1.2(305) Definitions. The definitions that apply to 671—Chapters 1 to 8 and 14 shall be as follows and as set forth in Iowa Code section 305.2, unless otherwise specified.

“Non-record materials” means documents and informational materials that do not meet the statutory definition of a record (Iowa Code section 305.2(9)) or that are excluded from the definition. Non-record materials include library and museum material made or acquired and preserved solely for reference or exhibition purposes, stocks of publications and unprocessed forms, and extra copies of documents made, acquired or received only for convenience or reference purposes.

“Office of record” means the agency in which a record, as defined in Iowa Code section 305.2, is created, produced, executed or received in connection with official business of that agency. The office of record is responsible for maintenance and disposition of records in accordance with approved records series retention and disposition schedules.

“Record” means a document, book, paper, electronic record, photograph, sound recording, or other material, regardless of physical form or characteristics, made, produced, executed, or received pursuant to law in connection with the transaction of official business of state government.

“Reference copy” is a copy of a record kept for easy access to the information the record contains. A reference copy of a record may be distributed to make recipients aware of the content of the record but not to direct the recipient to take action on a matter.

671—1.3(17A,305) Responsibilities.

1.3(1) *State records commission.* The state records commission shall be responsible for development and adoption of government information policies, standards and guidelines, and records series retention and disposition schedules 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.

1.3(2) *Department of cultural affairs.* The department of cultural affairs, through its state archives and records bureau, shall be responsible for providing administrative support to the state records commission.

a. The bureau chief of the state archives and records bureau shall serve as secretary to the commission and shall maintain all records of the commission.

b. The department of cultural affairs shall administer the state archives of Iowa, in accordance with 223—Chapter 3, to preserve, protect and provide public access to state government records that have been identified by the commission as having enduring value and that have been transferred to the state archives of Iowa.

c. The department of cultural affairs shall administer the state records center, which the state records commission has established, to provide efficient, low-cost, secure storage for noncurrent, nonpermanent records.

d. The department of cultural affairs shall provide training opportunities for agencies on records management issues.

1.3(3) Agency head. An agency head shall implement the state of Iowa government records program by:

a. Cooperating with the state records commission and the state archives and records bureau in the development and implementation of the state of Iowa government records program.

b. Appointing one or more records officers to coordinate the records program or programs within the agency and to serve as liaisons to the state archives and records bureau by completing a Records Officer(s) and Authorized Users: Department Information Sheet form as described in rule 671—5.3(305);

c. Maintaining or causing to be maintained complete and accurate records documenting the agency's implementation of the state of Iowa records program;

d. Providing secure, environmentally appropriate storage areas for all records in the physical custody of the agency head and providing public access to those records in accordance with the agency's fair information practices rules;

e. Maintaining legal custody of all agency records stored in the state records center and providing public access to those records in accordance with the agency's fair information practices rules;

f. Appointing the agency's authorized users who shall have access to agency records stored in the state records center and who shall have authority to borrow, with the prior consent of the state archivist, agency records in the custody of the state archives of Iowa. An agency head appoints the agency's authorized users by completing a Records Officer(s) and Authorized Users: Department Information Sheet form as described in rule 671—5.3(305); and

g. Transferring legal custody of records that are transferred to the state archives of Iowa in accordance with Iowa Code Supplement section 305.9, subsection 1.

671—1.4(17A,305) Responsibilities of exempt agencies.

1.4(1) The Iowa department of transportation and the institutions under the Iowa board of regents are exempt from Iowa Code Supplement chapter 305.

1.4(2) Exempt agencies shall adopt rules in accordance with Iowa Code chapter 17A that are consistent with the objectives of Iowa Code Supplement chapter 305. These rules shall be submitted to the state records commission for approval prior to filing with the administrative rules coordinator.

These rules are intended to implement Iowa Code Supplement chapter 305.

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