

CHAPTER 2
RECORDS SERIES RETENTION AND DISPOSITION SCHEDULES PROCESS

Chapter rescission date pursuant to Iowa Code section 17A.7: 7/29/31

671—2.1(8A) Purpose. The records series retention and disposition process is designed to evaluate records to establish appropriate periods of time for holding records prior to final disposition by destruction or permanent preservation. These records are held in office or in storage areas.

[ARC 0399D, IAB 6/24/26, effective 7/29/26]

671—2.2(8A) Form to use. A Records Series Inventory and Retention and Disposition Schedule Form is used for the inventorying of agency records and for the development or revision of records series retention and disposition schedules. The form is available from the state archives and records bureau of the department of administrative services.

[ARC 0399D, IAB 6/24/26, effective 7/29/26]

671—2.3(8A) Agency responsibility.

2.3(1) An agency head shall maintain or cause to be maintained an inventory of records that are made, produced, executed, or received by the agency pursuant to statute in connection with the transaction of official business of state government, whether those records are created or maintained in an electronic or paper system.

2.3(2) An agency head shall initiate or cause to be initiated a new Records Series Inventory and Retention and Disposition Schedule Form for previously unscheduled records series and, when needed, for revising an existing records series retention and disposition schedule. This applies to electronic and paper records.

2.3(3) An agency head shall provide or cause to be provided complete and thorough responses to the questions on the Records Series Inventory and Retention and Disposition Schedule Form and will work with the state archives and records bureau so that the bureau can finalize the records series retention and disposition schedule recommendations for presentation to the state records commission.

[ARC 0399D, IAB 6/24/26, effective 7/29/26]

671—2.4(8A) State archives and records bureau responsibility. An agency shall submit any proposed Records Series Inventory and Retention and Disposition Schedule Forms to the state archives and records bureau for review. The bureau will assist the agency in finalizing the records series retention and disposition schedule recommendations for presentation to the state records commission.

[ARC 0399D, IAB 6/24/26, effective 7/29/26]

671—2.5(8A) State records commission responsibility.

2.5(1) The commission will evaluate records series retention and disposition schedule (schedule) recommendations presented by the state archives and records bureau. The commission's evaluation of the bureau's recommendations shall consider the administrative, legal, fiscal, and historical values of the records. The commission will ensure that the schedule recommendation is consistent with other adopted schedules.

2.5(2) The commission may:

- a. Adopt the proposed schedule as presented.
- b. Amend the proposed schedule as the commission deems appropriate.
- c. Return the proposed schedule to the state archives and records bureau for additional research before the commission takes final action.
- d. Return the proposed schedule to the agency for additional research with the intent that the agency will resubmit the schedule to the commission for final action.
- e. Reject the proposed schedule.

[ARC 0399D, IAB 6/24/26, effective 7/29/26]

671—2.6(8A) Effective date. Unless otherwise set forth by the commission, a schedule shall become effective 20 calendar days after commission approval.

[ARC 0399D, IAB 6/24/26, effective 7/29/26]

671—2.7(8A) Procedures. Detailed procedures, including a sample copy of the Records Series Inventory and Retention and Disposition Schedule Form, are available in the state records manual.

[ARC 0399D, IAB 6/24/26, effective 7/29/26]

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

[Filed 3/16/77, Notice 2/9/77—published 4/6/77, effective 5/11/77]

[Filed emergency 3/4/82—published 3/31/82, effective 3/12/82]

[Filed 8/22/96, Notice 7/3/96—published 9/11/96, effective 10/16/96]

[Filed 5/21/04, Notice 3/17/04—published 6/9/04, effective 7/14/04]

[Filed ARC 0399D (Notice ARC 9971C, IAB 1/21/26), IAB 6/24/26, effective 7/29/26]