

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

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

**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.

[ARC 0401D, IAB 6/24/26, effective 7/29/26]

**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.

[ARC 0401D, IAB 6/24/26, effective 7/29/26]

**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.

[ARC 0401D, IAB 6/24/26, effective 7/29/26]

**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.

[ARC 0401D, IAB 6/24/26, effective 7/29/26]

**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.

[ARC 0401D, IAB 6/24/26, effective 7/29/26]

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

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