

621—1.10(20) Agency record and files.

1.10(1) *Agency record.* The official agency record for all adjudicatory proceedings includes the following:

- a.* Electronic files maintained in the agency's electronic document management system;
 - b.* Paper documents maintained by the agency in paper form when permitted by the board's order;
- and
- c.* Exhibits and other materials filed with or delivered to and maintained by the agency as part of the case file.

1.10(2) *Paper case files.* Except as otherwise provided in the agency's rules or directed by the board, the agency will not maintain paper case files in adjudicatory proceedings filed on or after January 1, 2015.

[ARC 1583C, IAB 8/20/14, effective 9/24/14]