

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.