

671—2.2(305) Content of the manual. The state records commission shall, through the state archives and records bureau, create and maintain a state records manual that contains:

1. Records series retention and disposition schedules adopted by the state records commission;
2. Detailed procedures for agency interaction with the state records commission and the state archives and records bureau for such activities as the development and revision of records series retention and disposition schedules, transfer and storage of records, access and retrieval of records from storage, and destruction of records;
3. Guidelines adopted by the state records commission to assist an agency head in implementing an efficient government records program within the agency; and
4. Reference copies of Iowa Code Supplement chapter 305 and 671—Chapters 1 to 8 and 14, Iowa Administrative Code.