IAC Ch 3, p.1

671—3.1(305) Purpose. Records series retention and disposition schedules establish a timetable for the retention and eventual disposition of state government records. The process employed to develop or revise records series retention and disposition schedules is designed to ensure the evaluation of administrative, legal, fiscal and historical values for records series in order to establish appropriate periods of time for holding records in office and storage areas prior to final disposition by destruction or permanent preservation.