

671—1.4(8A) State records manual.

1.4(1) *Authority of the manual.* The state records manual is an interagency manual as defined by Iowa Code section 17A.2(11)“c.”

1.4(2) *Content of the manual.* The commission shall, through the state archives and records bureau, create and maintain a state records manual that contains:

- a.* Records series retention and disposition schedules adopted by the commission.
- b.* Detailed procedures for agency interaction with the commission and the state archives and records bureau for such activities as the development and revision of records series and disposition schedules, transfer and storage of records, access and retrieval of records from storage, and destruction of records.
- c.* Guidelines adopted by the commission to assist an agency head in implementing an efficient government records program within the agency.

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