

721—2.4(17A) Examination and preservation of records.

2.4(1) “Lawful custodian” shall include the secretary of state and staff personnel authorized by the secretary of state.

2.4(2) No person, except the lawful custodian, shall place a mark upon, or in any manner damage, deface, alter, or destroy a public record.

2.4(3) Examination and copying of public records shall be conducted under the supervision of the lawful custodian.

2.4(4) Public records shall not be removed from the offices of the secretary of state, except for the purposes of:

- a.* Complying with a subpoena duces tecum,
- b.* Microfilming the records by the department of general services, or
- c.* Retaining and preserving the public records pursuant to Iowa Code chapter 304.
- d.* Complying with Iowa Code section 2B.10.