

**681—10.1(305) Records system.** The state board of regents' office and each institution governed by the state board of regents shall develop internal procedures governing the management of records, which shall be made available for public inspection. Each system shall incorporate the following:

**10.1(1)** Procedures dealing with records of transactions of the official business of the institution or state board of regents' office, including design, handling, maintenance, filing, storage, and security.

**10.1(2)** Procedures dealing with utilization of space, equipment, and supplies.

**10.1(3)** Schedules for retention of records and the form in which they are to be retained, either in offices or archives.

**10.1(4)** Schedules for destruction of records and the method to be used.

**10.1(5)** Standards for reproduction of records.

This rule is intended to implement Iowa Code section 8A.615.

[ARC 0423D, IAB 7/8/26, effective 8/12/26]