

State Records Commission

Report to the Governor and General Assembly

Status of the State Records Program

Submitted by the State Historical Society of Iowa
Iowa Department of Administrative Services
January 10, 2026

**The State Records Commission is authorized under
Chapter 8A.601-616 of the Code of Iowa**

“The commission shall adopt government information policies, standards, and guidelines to do all of the following:

- 1. Provide for economy and efficiency in the creation, organization, maintenance, administrative use, security, public availability, and final disposition of government records.*
- 2. Ensure creation of proper documentation of the organization, functions, policies, decisions, procedures, and essential transactions of state government agencies to protect the legal and financial rights of the state and of persons directly affected by the government’s activities.*
- 3. Identify and preserve state government records that document the history and development of the state.”*

- Code of Iowa, 8A.604

“The department (of Administrative Services), through the state archives and records program, is the primary agency responsible for providing administrative personnel and services for the commission.”

- Code of Iowa 8A.607

“The commission shall do all of the following:

- a. Develop and adopt government information policies, standards, and guidelines for the creation, storage, retention, and disposition of records.*
- b. In consultation with the department of homeland security and emergency management, establish policies, standards, and guidelines for the identification, protection, and preservation of records essential for the continuity or reestablishment of governmental functions in the event of an emergency arising from a natural or other disaster.*
- c. Provide planning, policy development, and review for the government records program.*
- d. Adopt rules pursuant to chapter 17A that provide government information policies and standards.*
- e. Adopt and maintain an interagency records manual containing the rules governing records management, as well as records series retention and disposition schedules, guidelines, and other information relating to implementation of this subchapter.*
- f. Make recommendations, in consultation with the department, to the governor and the general assembly for the continued reduction of printed reports throughout state government in a manner that protects the public’s right to access such reports.*
- g. Provide advice, counsel, and services to the legislative, judicial, and executive branch agencies subject to this subchapter on the care and management of state government records.*
- h. Report to the governor and the general assembly on the status of the government records program.”*

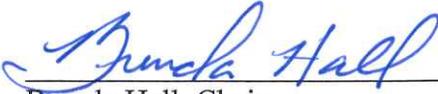
- Code of Iowa 8A.608

Date: January 10, 2026

To: Mr. W. Charles Smithson, Secretary of the Senate
Ms. Meghan Nelson, Chief Clerk of the House
The Honorable Governor Kimberly K. Reynolds
Lt. Governor Chris Cournoyer

I am pleased to submit the State Records Commission's status of the State Records Program to the Governor office and the Legislature. If you have any questions about this report, please contact Anthony Jahn, State Archivist of the State of Iowa, Iowa Department of Administrative Services and Secretary of the State Records Commission.

Sincerely,



Brenda Hall, Chair
State Records Commission

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State Records Commission Membership

	Officials	Designees
Secretary of State	Paul Pate	Eric Gookin
Treasure of State	Roby Smith	Dustin McNulty
Director of Revenue	Mary Mosiman	Steve Gus
Department of Management	Kraig Paulsen	Tammy Winters
State Librarian (Chair)	Brenda Hall	Tom Keyser
Auditor of State	Rob Sand	Susan Fager
Department of Administrative Services	Mark Campbell	Christopher Sikich

In FY 2025 the State Records Commission met on July 11, 2024; October 3, 2024; January 9, 2025; April 3, 2025. Approved meeting agendas and minutes 2014-present:

<https://history.iowa.gov/research/state-government-record-management/records-manual-schedule>

Executive Summary

This 2025 State Records Program report summarizes the work of the State Records Commission ([Chapter 8A.601-616](#)) in fiscal year 2025 which was created under the authority of State Archives and Records Act ([Sec. 8A.601](#)). The responsibilities for policy direction, management and implementation of the State records program are divided among the State Records Commission ([Sec. 8A.608](#)), the State Archives and Records Program within the State Historical Society of Iowa under the Iowa Department of Administrative Services ([Sec 8A.609](#)) and each individual agency ([Sec. 8A.610](#)). In short, the State Records Commission sets state records policy; the Department of Administrative Services manages the program as well as provides administrative support to the Commission; and the State Agencies ([Sec. 8A.610](#)) follow and implement policy. State records as defined in Iowa law ([Sec. 8A.602.9](#)) are created by the state government as state property requiring ongoing economic and efficient management, evolving policy and procedures to govern their use, identification and permanent retention of those identified records that document the history and development of the state.

During the time period covered in this report, the State Records Commission focused on communicating details related to existing policies in support of agencies efforts to manage their ever-evolving records management needs. The Commission also focused on the review and adoption of proposals submitted by state agencies manage their records retention schedules through addition, revision or elimination as their agency operations and statutory responsibility changed during the fiscal year.

The State Records Commission, through the Department of Administrative Services staff, welcomes the opportunity to discuss the status of the State Records Program at the request of the Governor's office, any legislator or member of the public.

Key Policy Discussions and Updates

Records Retention Schedules. Under [Sec. 8A.602.12](#) "Records series retention and disposition schedule" the Commission has established and maintained timetables agencies must use to retain records in active and inactive status. The schedules also provide authorization for a final disposition of the records series by destruction or permanent retention. The Commission classifies these retention schedules into two categories, general (which applies to all agencies) and agency specific (applies to only one agency).

In FY 2025 the following agencies brought forward 188 proposals to add new, revise existing and/or eliminate existing records retention schedules. The Commission appreciates the significant time and effort spent by agencies on their records retention schedules.

- Iowa Auditor of State (AOS)
- Iowa Economic Development Authority (IEDA)
- Iowa Health and Human Services (HHS)
- Iowa Department of Natural Resources (DNR)
- Iowa Department of Agriculture and Land Management (IDALS)

Iowa Department of Transportation Rules Update. Under [Sec. 8A.615](#) The state Department of Transportation is exempt from the state records manual and the provisions of the state records act except they shall adopt rules pursuant to chapter 17A for their employees, agencies, and institutions that are consistent with the objectives of the state records act. The rules shall be approved by the State Records Commission. In conjunction with EO10, the IDOT presented their proposed changes to their public records chapter in Iowa Administrative rule, the Commission reviewed and approved the changes.

State Archives Historical Records Management and Storage

State Archives and Records Act under [Sec. 8A.609](#) provides authority for the Department of Administrative Services through the state archives and records program to collect, manage and preserve records having permanent value to the State of Iowa. The state archives includes historical records of the executive, legislative and judicial branches of government including but not limited to records of the office of Governor, the laws of Iowa, Iowa Supreme Court opinions, the vital record statistics of every Iowan since 1880 and much more. The State Archives storage space also holds the State Historical Society of Iowa Special Collections which includes a wide variety of donated items including the personal and professional papers of elected officials, public and private organization records as well as the collections from thousands of everyday Iowans.

On May 14, 2025 the State Legislature approved Infrastructure Appropriations Bill HF 1039 which included \$5 million to fund sustainable storage for the State Historical Society archives and special collection storage that meets industry-standard best practices for collection conservation storage, including efficiency for ongoing collection management, protection of materials while on shelves, new shelving, and lighting. Per the implementation project plan, the collections will be relocated to safe, secure and climate controlled temporary storage starting October 2025- March 2026. The old shelving in the 9,110 square foot room within the State Historical Building at 600 E. Locust St. on the Capitol complex will be removed by end of March 2026. Construction to prepare the space for new shelving will occur April – May 2026. New shelving will be installed June – August 2026 and collections will move into the newly renovated space August – November 2026.