

Budget Unit Brief

FY 2017



Archiving Papers of Former Governors

Purpose and History

The Archiving Papers of Former Governors project is an ongoing effort that is focused on processing records from the Office of Governor that are to be preserved as state archives. The archiving is a function of the Historical Division of the Department of Cultural Affairs (DCA). The current focus of the project is on records from the Governor Ray administration.

Definitions

Processing: Processing records means to arrange and describe, in order to preserve and make available permanently, the archives of state government.

Arrangement: Each document must be evaluated to determine whether it is a nonpublic or public record. If it is a public record, archivists determine whether it has already been preserved elsewhere under another existing records series (for instance, audit reports, minutes of commission meetings, bill summaries, etc.) and, if not, the proper public records series is determined. Original records to be preserved as state archives are arranged (as much as possible) to reflect the context of creation of the records and to maintain an arrangement that will facilitate record use. Preservation measures include, in part, removing damaging binders and clips, placing original records in acid-free folders and boxes, and in some limited instances, reformatting materials.

Description: Archive workers create a description of the context of creation of the records and their arrangement in order to facilitate use of the records.

Digital Preservation: The process of ensuring the technical and intellectual survival of electronic records through time.

Trusted Digital Archival Repository: A trusted digital repository is one that provides long-term access to managed digital resources to its designated community, now and into the future. A repository accepts responsibility for the long-term maintenance of digital resources on behalf of the depositors and for the benefit of current and future users. A repository system is designed in accordance with commonly accepted conventions and standards to ensure the ongoing management, access, and security of materials deposited within it. A repository uses methodologies for system evaluations that meet community expectations of trustworthiness and can be expected to carry out long-term responsibilities to depositors and users openly and explicitly utilizing policies, practices, and performance that can be audited and measured.

Projects

From the first 129 years of Iowa as a state and territory (1838-1968), the State Archives holds 600 processed cubic feet of paper, an annual rate of 4.65 cubic feet (a records carton is approximately one cubic foot). The Archives hold 700 cubic feet of paper from the 16 years of the Governor Ray administration (1969-1983), an annual growth rate of 43.75 cubic feet. For the period of 1983-2011, the Archives received an additional 2,600 cubic feet of unprocessed paper, an annual growth rate of rate of 93.85 cubic feet. Between 1968 and 2011, the growth rate has increased twentyfold. Additionally, one Terabyte of electronic records are being stored on servers outside of an industry standard trusted digital archival repository preservation environment. The DCA anticipates needing to add three Terabytes of additional electronic records from the first two terms of Governor Branstad.

Future Project Focus

The DCA staff has started evaluating the remaining unprocessed records. The following records remain to be evaluated as of December 2015:

Administration	Years	Amount of Documents
Governor Branstad	1983-1998	1,000 Cubic Feet of Paper
Governor Vilsack	1999-2007	1,000 Cubic Feet of Paper + ½ Terabyte of Electronic Records
Governor Culver	2007-2011	600 Cubic Feet of Paper + ½ Terabyte of Electronic Records
Governor Branstad	2011-Present	3 Terabytes of Electronic Records (est.)

More Information

Budget Schedules and Related Documents

[Iowa Department of Cultural Affairs](#)

Iowa General Assembly: <http://www.legis.iowa.gov/index.aspx>

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Document Administration

Administrative rules for the [State Historical Society of Iowa](#) (SHSI) ([223 IAC](#)) and [State Records Commission](#) ([671 IAC](#)) are applicable to the records of the Office of Governor. Records retention schedules authorized by the State Records Commission govern disposition of the respective classes of records of the Office of Governor. Therefore, some classes of records are preserved permanently as state archives, and other classes of records are routinely destroyed at the end of their scheduled retention periods.

Personal records of a governor, like campaign records and political affiliation records, that are not records of the Office of the Governor, are not subject to the requirements of Iowa Code chapter [305](#). A governor may offer personal records to the SHSI or other organizations for preservation as personal papers archives.

Other states follow a similar philosophy: official records of governors are considered State government records to be preserved as State archives and personal records are property of the governor that may be offered in donation for preservation.

Funding — State General Fund

The project received an appropriation from the General Fund of \$65,933 for FY 2016. From FY 2006 through FY 2015, the DCA expended \$720,104 from the General Fund on this effort.

Other Sources of Revenue

No sources other than the General Fund have been utilized for this purpose to date.

Related Statutes and Administrative Rules

Iowa Code section [303.2](#)
[221](#) Iowa Administrative Code chapter [2](#)

Revised August 26, 2016