

MAR 7 1973

Place On Calendar

HOUSE FILE 363

By COMMITTEE ON STATE GOVERNMENT

House File 363
Roorda, Chairman
West
Avenson

Redd 1/14/74, Pass 1/15/74 Per 2001
State Govt 1/22
House File 363
State Government—
Shaw, Chairman
Nolin
Murray
amended 3/13/74

Passed House, Date 1-18-74

Passed Senate, Date 5-1-74 (1825)

Vote: Ayes 90 Nays 0

Vote: Ayes 46 Nays 1

Approved 5-27-74

*Passed House as amended by Senate
and further amended by House
5-2-74 (2350)
80-6*

*Passed Senate as amended by House
5-3-74 (1740)
43-0*

A BILL FOR

1 An Act relating to the management of state records.
2 BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF IOWA:

- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10
- 11
- 12
- 13
- 14
- 15
- 16
- 17
- 18
- 19
- 20
- 21
- 22
- 23
- 24
- 25

1 Section 1. NEW SECTION. This Act shall be known and may
2 be cited as the "Records Management Act".

3 Sec. 2. NEW SECTION. DEFINITIONS. As used in this Act,
4 unless the context otherwise requires:

5 1. "Record" means a document, book, paper, photograph,
6 sound recording, or other material, regardless of physical
7 form or characteristics, made, produced, executed, or received
8 pursuant to law in connection with the transaction of official
9 business of state government. "Record" does not include
10 library and museum material made or acquired and preserved
11 solely for reference or exhibition purposes, extra copies
12 of documents preserved only for convenience of reference,
13 and stocks of publications and processed documents.

14 2. "Agency" means any department, office, commission,
15 board or other unit of state government except as otherwise
16 provided by law.

17 3. "Commission" means the state records commission created
18 by this Act.

19 Sec. 3. NEW SECTION. COMMISSION CREATED. There is created
20 a state records commission. The commission shall consist
21 of:

- 22 1. The secretary of state who shall act as chairman.
- 23 2. The curator of history and archives who shall serve
24 as secretary.
- 25 3. The treasurer of state.
- 26 4. The state comptroller.
- 27 5. The court administrator of the judicial department.
- 28 6. A member of the general assembly appointed by the
29 legislative council.

30 7. Director of the department of general services.

31 It is the duty of the commission to determine what records
32 have no administrative, legal, fiscal, research or historical
33 value and should be disposed of or destroyed. The decisions
34 of the commission shall be made by a majority vote of the
35 entire membership.

1 Sec. 4. NEW SECTION. EXPENSES. Members of the commission
2 shall serve without compensation but may receive their actual
3 expenses incurred in the performance of their duties.

4 Sec. 5. NEW SECTION. MEETINGS. The commission shall
5 have its offices at the seat of government but may hold
6 meetings in other locations. It shall meet quarterly and
7 at the call of the chairman.

8 Sec. 6. NEW SECTION. POWERS. The commission may use
9 supplies and materials and personnel of agencies represented
10 by commission members where such use is feasible. The purchase
11 of equipment and supplies for record preservation by agencies
12 shall be subject to the approval of the commission except
13 as otherwise provided by law. The commission shall perform
14 any act necessary and proper to carry out its duties.

15 Sec. 7. NEW SECTION. RULES AND REGULATIONS. The com-
16 mission shall adopt rules and regulations in accordance with
17 the provisions of chapter seventeen A (17A) of the Code which
18 are necessary for the exercise of the powers and duties granted
19 by this Act. The rules and regulations shall provide for:

20 1. Procedures to promote the economical and efficient
21 management of records and to insure the maintenance and
22 security of records deemed appropriate for preservation.

23 2. Procedures and standards for the efficient and
24 economical utilization of space, equipment, and supplies
25 needed for the purpose of creating, maintaining, storing and
26 servicing records.

27 3. Standards for the selective retention of records of
28 continuing value.

29 4. Procedures for compiling and submitting to the com-
30 mission lists and schedules of records proposed for disposal.

31 5. Procedures for the physical destruction of records
32 proposed for disposal.

33 6. Standards for the reproduction of records.

34 Sec. 8. NEW SECTION. DISPOSAL PROHIBITED. After January
35 1, 1973 no records shall be disposed of by any agency unless

1 prior approval of the commission is obtained or has been
2 previously granted.

3 Sec. 9. NEW SECTION. LISTS OF RECORDS. The head of each
4 agency shall submit to the commission lists of the records
5 in his custody that are not needed in the transaction of
6 current business and do not have sufficient administrative,
7 legal, or fiscal value to warrant their preservation. The
8 head of each agency shall also submit a schedule proposing
9 the length of time each record should be retained for
10 administrative, legal or fiscal purposes.

11 Sec. 10. NEW SECTION. SECRETARY--DUTIES. All lists and
12 schedules submitted to the commission shall be referred to
13 the secretary of the commission, who shall determine whether
14 the records proposed for disposal have value to other agencies
15 of the state or have research or historical value. The
16 secretary shall submit the lists and schedules with his
17 recommendations in writing to the commission and the final
18 disposition of the records shall be according to the orders
19 of the commission.

20 The secretary of the commission shall submit to the commis-
21 sion, with his recommendations in writing, disposal lists
22 of records that have been deposited in the state archives
23 after having determined that the records concerned do not
24 have sufficient value to warrant their continued preservation.
25 Records deposited in the state archives by any agency shall
26 not be disposed of by the commission without first consulting
27 with the head of the agency concerned, except as provided
28 in section eleven (11) of this Act.

29 Sec. 11. NEW SECTION. TERMINATION OF STATE AGENCY. Upon
30 the termination of any state agency whose functions have not
31 been transferred to another agency, the records of the agency
32 shall be deposited in the state archives. The commission
33 shall determine which records are of sufficient legal,
34 historical, administrative, research, or fiscal value to
35 warrant their continued preservation. Records that are

1 determined to be of insufficient value to warrant their
2 continued preservation shall be disposed of or destroyed.

3 Sec. 12. NEW SECTION. EMERGENCY PREPARATIONS. The com-
4 mission shall establish a system for the protection and pres-
5 ervation of records essential for the continuity or establish-
6 ment of governmental functions in the event of an emergency
7 arising from enemy action or natural disaster. The commis-
8 sion shall:

9 1. Determine what records are essential for emergency
10 government operations through consultation with all state
11 agencies.

12 2. Determine what records are essential for post-emergency
13 government operations, and provide for their protection and
14 preservation.

15 3. Establish the manner in which essential records for
16 emergency and post-emergency government operations shall be
17 preserved to insure emergency use.

18 4. Require every state agency to establish and maintain
19 an essential records preservation program.

20 5. Provide for security storage or relocation of essential
21 state records in the event of an emergency arising from enemy
22 attack or natural disaster.

23 Sec. 13. NEW SECTION. DUPLICATES. The commission may
24 make or cause to be made preservation duplicates of records
25 and may designate as duplicates existing copies of initial
26 state records. A preservation duplicate record shall be
27 durable, accurate, complete and clear and shall be made by
28 means designated by the commission.

29 A preservation duplicate record shall have the same force
30 and effect for all purposes as the original record whether
31 or not the original record is in existence. A transcript,
32 exemplification or certified copy of a preservation duplicate
33 record shall be deemed for all purposes to be a transcript,
34 exemplification or certified copy of the original record.

35 Sec. 14. NEW SECTION. AGENCY PROGRAM. The head of each

1 agency shall establish and maintain a program for the
2 economical and efficient management of the records of the
3 agency. The program shall:

4 1. Provide for effective controls over the creation, main-
5 tenance, and use of records in the conduct of current business.

6 2. Provide for cooperation with the secretary of the com-
7 mission in applying standards, procedures, and techniques
8 to improve the management of records, promote the maintenance
9 and security of records deemed appropriate for preservation,
10 and facilitate the segregation and disposal of records of
11 temporary value.

12 3. Provide for compliance with the provisions of this
13 Act and the rules and regulations adopted by the commission.

14 Sec. 15. NEW SECTION. RECORDS STATE PROPERTY. All records
15 made or received by or under the authority of or coming into
16 the custody, control, or possession of public officials of
17 this state in the course of their public duties are the
18 property of the state and shall not be mutilated, destroyed,
19 transferred, removed or otherwise damaged or disposed of,
20 in whole or in part except as provided by law.

21 Sec. 16. NEW SECTION. LIABILITY PRECLUDED. No member
22 of the commission or head of an agency shall be held liable
23 for damages or loss, or civil or criminal liability, because
24 of the destruction of public records pursuant to the provisions
25 of this Act or any other law authorizing their destruction.

26 Sec. 17. Section three hundred three point nine (303.9),
27 subsection one (1), Code 1973, is amended to read as follows:

28 303.9 ARCHIVES.

29 1. Definition. The term "archives" shall mean those
30 manuscripts, documents, records, and materials originating
31 under or passing through the hands of public officers in the
32 regular course and performance of their legal duties which
33 the chief executive of the office that has present custody
34 of said manuscripts, documents, records, and materials shall
35 deem not to be necessary for use in the conduct of the regular

1 current business of his office but warrant preservation, or
2 which he shall consider to be in such physical condition that
3 they cannot be used without risk of damage to them, or for
4 which, in his opinion, he is unable to provide adequate or
5 safe storage.

6 Sec. 18. Section three hundred three point ten (303.10),
7 unnumbered paragraph one (1), Code 1973, is amended to read
8 as follows:

9 303.10 RECORDS DELIVERED--CLASSIFIED LIST--DISPOSAL OF
10 USELESS DOCUMENTS. The several state, executive, and
11 administrative departments, officers or offices, councils,
12 boards, bureaus, and commissioners, are hereby authorized
13 and directed to transfer and deliver to the Iowa state depart-
14 ment of history and archives such of the public archives as
15 are designated in section 303.9, and take the curator's receipt
16 therefor. Before transferring such archives, the office of
17 present custody shall file with the curator a classified list
18 of the same made in such detail as the curator shall prescribe.
19 If the curator, on receipt of such a list, and after
20 consultation with the chief executive of the office filing
21 the same or with a representative designated by such executive,
22 shall find that certain classifications of the archives listed
23 are not of sufficient historical, legal, or administrative
24 value to justify permanent preservation, he shall file a list
25 thereof with the ~~board of trustees~~ state records commission
26 with such recommendations for their disposal as he shall see
27 fit to make.

28 Sec. 19. Section three hundred three point eleven (303.11),
29 unnumbered paragraph two (2), Code 1973, is amended to read
30 as follows:

31 The curator shall annually submit to the trustees a list
32 of papers and documents which have no further value, and upon
33 approval of ~~said trustees~~ state records commission such items
34 may be destroyed.

35

1 EXPLANATION

2 This bill provides for the creation of a state records
3 commission. The commission is composed of the secretary of
4 state, treasurer of state, state comptroller, curator of
5 history and archives, the supreme court administrator and
6 a legislative member. The curator is the secretary of the
7 commission.

8 The commission determines what records are to be preserved
9 and what records destroyed.

10 The bill provides for preservation duplicates which have
11 the same force and effect as originals.

12

FISCAL NOTE
HOUSE FILE 363

Date prepared March 7, 1973

Requested by Bill sponsor Committee on State Government.
Prepared in regard to H.F. 363 - An Act relating to the
management of state records. Following is the fiscal effect
in dollars of the legislative proposal as required by House
Rule 48.

There would be no significant costs involved in
implementing this bill.

Source: History and Archives.

Filed
March 8, 1973

GERRY D. RANKIN
Legislative Fiscal Director

24

H-2001

1 Amend House File 363 as follows:

2 1. Page 2, line 11, by adding the words
3 "miscellaneous papers or correspondence without official
4 significance," before the word "extra".

5 2. Page 3, line 35, by striking the figures "1974"
6 and inserting in lieu thereof the figures "1975".

7 3. Page 6, by striking lines 14 through 20 and inserting
8 in lieu thereof the following:

9 Sec. 15. NEW SECTION. RECORDS STATE PROPERTY.

10 All official records of this state are the property of the
11 state and shall not be mutilated, destroyed, removed or
12 disposed of, except as provided by law or by rule.

H-2001 Filed - *Pending*
January 15, 1974 *Accepted 1/15*

BY COMMITTEE ON STATE GOVERNMENT
FISHER of Greene, Chairman

SENATE AMENDMENT TO HOUSE FILE 363

- 1 Amend House File 363 as amended and passed by the
- 2 House as follows:
- 3 1. Page 2, lines 24 and 25, by striking the words
- 4 "who shall serve as secretary".
- 5 2. Page 2, line 31, by inserting after the word
- 6 "services" the words "who shall act as secretary of
- 7 the commission".
- 8 3. Page 3, line 2, by inserting after the word
- 9 "compensation" the words ", except the members of
- 10 the general assembly who shall receive a per diem
- 11 of forty dollars".
- 12 4. Page 3, line 8, by striking lines 8 through
- 13 10 and inserting in lieu thereof the following:
- 14 "Sec. 6. NEW SECTION. POWERS. The primary
- 15 agency responsible for providing administrative
- 16 personnel and services for the commission shall
- 17 be the department of general services. The pur-
- 18 chase".
- 19 5. Page 3, after line 33, insert the following
- 20 paragraph:
- 21 "In carrying out its duties under this Act, the
- 22 commission shall develop a records management manual
- 23 within one year of the effective date of this Act.
- 24 The records management manual shall be made avail-
- 25 able to agencies subject to the provisions of this
- 26 Act and shall contain the rules and regulations required
- 27 by this Act, such other information as is necessary,
- 28 and shall provide for implementing the provisions of
- 29 this Act. The commission may contract for services re-
- 30 quired to develop the records management manual. The
- 31 records management manual shall be revised and updated
- 32 periodically to reflect decisions made by the commission."
- 33 6. Page 3, line 34, by striking the word "January" and
- 34 inserting in lieu thereof the word "July".
- 35 7. Page 4, line 2, by inserting after the word "granted"
- 36 the words "or disposal is provided for in the records
- 37 management manual".
- 38 8. Page 4, by striking lines 5, 6, and 7, and inserting
- 39 in lieu thereof the words "in his custody. The".
- 40 9. Page 4, line 11, by striking the word "SECRETARY"
- 41 and inserting in lieu thereof the words "CURATOR OF
- 42 HISTORY AND ARCHIVES".
- 43 10. Page 4, line 13, by striking the words "secretary
- 44 of the commission" and inserting in lieu thereof the
- 45 words "curator of history and archives".
- 46 11. Page 4, line 16, by striking the word "secretary"
- 47 and inserting in lieu thereof the words "curator of
- 48 history and archives".
- 49 12. Page 4, line 20, by striking the words "secretary
- 50 of the commission" and inserting in lieu thereof the

- 51 words "curator of history and archives".
52 13. Page 5, by striking lines 18 and 19.
53 14. Page 5, line 20, by striking the number "5" and
54 inserting in lieu thereof the number "4".
55 15. Page 5, after line 34, insert the following paragraph:

56 "The commission shall review all duplicating and
57 microfilming systems and installations of agencies sub-
58 ject to this Act and recommend any changes necessary to
59 assure maximum efficiency and economic use of equipment
60 and procedures, including but not necessarily limited to,
61 the type of equipment, type of storage files, methods
62 and procedures for keeping duplicate records, and the
63 location of equipment. The commission may establish
64 centralized duplicating or microfilming facilities if
65 it deems it in the best interest of the state. Agencies
66 subject to this Act shall consult with and receive ap-
67 proval of the commission prior to the purchase of any
68 duplicating or microfilming equipment or files to be
69 used for storage of records."

- 70 16. Page 6, after line 22, by inserting the following
71 sections:

72 Sec. _____. NEW SECTION. EXEMPTION--DUTY OF BOARD OF
73 REGENTS. Agencies and institutions under the control
74 of the state board of regents, shall be exempt from the
75 records management manual and the provisions of this
76 Act. However the state board of regents, shall adopt
77 rules and regulations for its employees, agencies, and
78 institutions which shall be consistent with the ob-
79 jectives of this Act. The rules and regulations shall
80 be approved by the state records commission and be
81 subject to the provisions of chapter seventeen A (17A)
82 of the Code.

83 Sec. _____. Section ninety-six point eleven (96.11),
84 subsection twelve (12), Code 1973, is amended to read
85 as follows:

86 12. DESTRUCTION OF RECORDS. The Iowa employment
87 security commission may in-its-discretion destroy or
88 dispose of such original reports or records as have
89 been properly recorded or summarized in the permanent
90 records of the commission and are deemed by the Iowa
91 employment security commission and the state records
92 commission to be no longer necessary to the proper
93 administration of this chapter. Wage records of the
94 individual worker or transcripts therefrom may be
95 destroyed or disposed of, if approved by the state
96 records commission, two years after the expiration of
97 the period covered by such wage records or upon proof
98 of the death of the worker. Such destruction or dis-
99 position shall be made only by order of the Iowa
100 employment security commission in consultation with

101 the state records commission and such order shall be
102 spread on the minutes of the Iowa employment security
103 commission. Any moneys received from the disposition
104 of such records shall be deposited to the credit of
105 the employment security administration fund.

106 Sec. _____. Section ninety-seven B point six (97B.6),
107 Code 1973, is amended to read as follows:

108 97B.6 OLD RECORDS. The Iowa employment security
109 commission may ~~in-its-discretion~~ destroy or dispose of
110 such original reports or records as have been properly
111 recorded or summarized in the permanent records of the
112 commission and are deemed by the Iowa employment
113 security commission and state records commission to be
114 no longer necessary to the proper administration of
115 this chapter. Such destruction or disposition shall
116 be made only by order of the Iowa employment security
117 commission and such order shall be spread on the minutes
118 of the Iowa employment security commission. Any moneys
119 received from the disposition of such records shall be
120 deposited to the credit of the public employees' re-
121 tirement fund.

122 Sec. _____. Section one hundred forty-seven point
123 forty-three (147.43), Code 1973, is amended to read as
124 follows:

125 147.43 PRESERVATION OF RECORDS. All matters con-
126 nected with each examination for a license shall be
127 filed with the state department of health and preserved
128 for ~~five-years~~ such period of time as specified by the
129 state records commission as a part of the records of
130 the department; ~~during-which-time-said.~~ The records
131 shall be open to public inspection.

132 Sec. _____. Section one hundred sixty-nine point
133 thirty (169.30), Code 1973, is amended to read as
134 follows:

135 169.30 RECORDS. All matters connected with each
136 examination for license shall be filed with the de-
137 partment of agriculture and preserved for ~~five-years~~
138 such period of time as specified by the state records
139 commission as a part of the records of the department;
140 ~~during-which-time-said~~ the records shall be open to
141 public inspection.

142 17. Page 7, by adding after line 34, the following:

143 Sec. _____. There is appropriated from the general
144 fund of the state to the department of general services
145 for the fiscal year beginning July 1, 1974 and ending
146 June 30, 1975 the sum of three hundred thousand (300,000)
147 dollars, or so much thereof as may be necessary, for use
148 of the state records commission in carrying out the pro-
149 visions of this Act, including but not limited to, carry-
150 ing out the study authorized by this Act, employing a qualified
151 records management administrator, purchasing or leas-
152 ing necessary duplicating or microfilming equipment,
153 and employing or contracting for other necessary employees
154 or services which may be required to implement this Act.

155 18. By renumbering the sections as required by this
156 amendment.

157 19. Page 1, line 1, before the period insert the words
158 "and making an appropriation".

Received from the Senate
May 1, 1974

*Amended by H. 3116 and
conferred on by House*

H-2010

1 Amend the committee on state government amendment
2 H-2001 to House File 363 by striking from line 5
3 the figures "1974" and inserting in lieu thereof the
4 figures "1973".

H-2010

By HILL of Polk

Filed and adopted
January 16, 1974

H-236

1 Amend House File 363, page 3, line 35, by striking
2 the figures "1973" and inserting in lieu thereof the
3 figures "1974".

H-236 Filed and adopted By HILL of Polk
March 30, 1973 *note to reconsider filed
and accepted. Amend. withdrawn 1-16*

H-278

1 Amend House File 363 as follows:
2 1. Page 2, line 11, by adding the words
3 "miscellaneous papers or correspondence without
4 official significance" before the word "extra".
5 2. Page 6, by striking lines 14 through 20
6 and inserting in lieu thereof the following:
7 Sec. 15. NEW SECTION. RECORDS STATE PROPERTY.
8 All official records of this state are the property
9 of the state and shall not be mutilated, destroyed,
10 removed or disposed of, except as provided by law or
11 by rule.

H-278 Filed *Withdrawn 1/15*
April 6, 1973

By HILL of Polk
ROORDA of Jasper

HOUSE FILE 363

S-2436

- 1 Amend House File 363 as amended and passed by the
2 House as follows:
3 1. Page 2, lines 24 and 25, by striking the words
4 "who shall serve as secretary".
5 2. Page 2, line 31, by inserting after the word
6 "services" the words "who shall act as secretary of
7 the commission".
8 3. Page 3, line 2, by inserting after the word
9 "compensation" the words ", except the members of the
10 general assembly who shall receive a per diem of forty
11 dollars".
12 4. Page 3, line 8, by striking lines 8 through 10
13 and inserting in lieu thereof the following:
14 "Sec. 6. NEW SECTION. POWERS. The primary agency
15 responsible for providing administrative personnel and
16 services for the commission shall be the department of
17 general services. The purchase".
18 5. Page 3, after line 33, insert the following
19 paragraph:
20 "In carrying out its duties under this Act, the
21 commission shall develop a records management manual
22 within one year of the effective date of this Act.
23 The records management manual shall be made available
24 to agencies subject to the provisions of this Act and
25 shall contain the rules and regulations required by

Page 2

- 1 this Act, such other information as is necessary, and
2 shall provide for implementing the provisions of this
3 Act. The commission may contract for services required
4 to develop the records management manual. The records
5 management manual shall be revised and updated period-
6 ically to reflect decisions made by the commission."
7 6. Page 3, line 34, by striking the word "January"
8 and inserting in lieu thereof the word "July".
9 7. Page 4, line 2, by inserting after the word
10 "granted" the words "or disposal is provided for in
11 the records management manual".
12 8. Page 4, by striking lines 5, 6, and 7, and
13 inserting in lieu thereof the words "in his custody.
14 The".
15 9. Page 4, line 11, by striking the word "SECRE-
16 TARY" and inserting in lieu thereof the words "CURATOR
17 OF HISTORY AND ARCHIVES".
18 10. Page 4, line 13, by striking the words "secre-
19 tary of the commission" and inserting in lieu thereof
20 the words "curator of history and archives".
21 11. Page 4, line 16, by striking the word "secre-
22 tary" and inserting in lieu thereof the words "curator
23 of history and archives".
24 12. Page 4, line 20, by striking the words "secre-
25 tary of the commission" and inserting in lieu thereof

Page 3

1 the words "curator of history and archives".
2 13. Page 5, by striking lines 18 and 19.
3 14. Page 5, line 20, by striking the number "5"
4 and inserting in lieu thereof the number "4".
5 15. Page 5, after line 34, insert the following
6 paragraph:

7 "The commission shall review all duplicating and
8 microfilming systems and installations of agencies
9 subject to this Act and recommend any changes neces-
10 sary to assure maximum efficiency and economic use of
11 equipment and procedures, including but not necessarily
12 limited to, the type of equipment, type of storage
13 files, methods and procedures for keeping duplicate
14 records, and the location of equipment. The commission
15 may establish centralized duplicating or microfilming
16 facilities if it deems it in the best interest of the
17 state. Agencies subject to this Act shall consult
18 with and receive approval of the commission prior to
19 the purchase of any duplicating or microfilming equip-
20 ment or files to be used for storage of records."

21 16. Page 6, after line 22, by inserting the fol-
22 lowing sections:

23 Sec. _____. NEW SECTION. EXEMPTION--DUTY OF BOARD OF
24 REGENTS. Agencies and institutions under the control
25 of the state board of regents shall be exempt from the

Page 4

1 records management manual and the provisions of this
2 Act. However the state board of regents shall adopt
3 rules and regulations for its employees, agencies, and
4 institutions which shall be consistent with the
5 objectives of this Act. The rules and regulations
6 shall be approved by the state records commission and
7 be subject to the provisions of chapter seventeen A
8 (17A) of the Code.

9 Sec. _____. Section ninety-six point eleven (96.11),
10 subsection twelve (12), Code 1973, is amended to read
11 as follows:

12 12. DESTRUCTION OF RECORDS. The Iowa employment
13 security commission may ~~in-its-discretion~~ destroy or
14 dispose of such original reports or records as have
15 been properly recorded or summarized in the permanent
16 records of the commission and are deemed by the Iowa
17 employment security commission and the state records
18 commission to be no longer necessary to the proper
19 administration of this chapter. Wage records of the
20 individual worker or transcripts therefrom may be
21 destroyed or disposed of, if approved by the state
22 records commission, two years after the expiration of
23 the period covered by such wage records or upon proof
24 of the death of the worker. Such destruction or dis-
25 position shall be made only by order of the Iowa

Page 5

1 employment security commission in consultation with
2 the state records commission and such order shall be
3 spread on the minutes of the Iowa employment security
4 commission. Any moneys received from the disposition
5 of such records shall be deposited to the credit of
6 the employment security administration fund.

7 Sec. _____. Section ninety-seven B point six (97B.6),
8 Code 1973, is amended to read as follows:

9 97B.6 OLD RECORDS. The Iowa employment security
10 commission may in-its-discretion destroy or dispose of
11 such original reports or records as have been properly
12 recorded or summarized in the permanent records of the
13 commission and are deemed by the Iowa employment
14 security commission and state records commission to be
15 no longer necessary to the proper administration of
16 this chapter. Such destruction or disposition shall
17 be made only by order of the Iowa employment security
18 commission and such order shall be spread on the minutes
19 of the Iowa employment security commission. Any moneys
20 received from the disposition of such records shall be
21 deposited to the credit of the public employees' re-
22 irement fund.

23 Sec. _____. Section one hundred forty-seven point
24 forty-three (147.43), Code 1973, is amended to read
25 as follows:

Page 6

1 147.43 PRESERVATION OF RECORDS. All matters con-
2 nected with each examination for a license shall be
3 filed with the state department of health and preserved
4 for five-years such period of time as specified by the
5 state records commission as a part of the records of
6 the department, ~~during-which-time-said.~~ The records
7 shall be open to public inspection.

8 Sec. _____. Section one hundred sixty-nine point
9 thirty (~~169.30~~), Code 1973, is amended to read as
10 follows:

11 169.30 RECORDS. All matters connected with each
12 examination for license shall be filed with the de-
13 partment of agriculture and preserved for five-years
14 such period of time as specified by the state records
15 commission as a part of the records of the department,
16 ~~during-which-time-said~~ the records shall be open to
17 public inspection.

18 17. Page 7, by adding after line 34, the following:

19 Sec. _____. There is appropriated from the general
20 fund of the state to the department of general services
21 for the fiscal year beginning July 1, 1974 and ending
22 June 30, 1975 the sum of three hundred thousand
23 (300,000) dollars, or so much thereof as may be neces-
24 sary, for use of the state records commission in
25 carrying out the provisions of this Act, including but

Senate 6
March 14, 1974

Page 7

1 not limited to, carrying out the study authorized by
2 this Act, employing a qualified records management
3 administrator, purchasing or leasing necessary dupli-
4 cating or microfilming equipment, and employing or
5 contracting for other necessary employees or services
6 which may be required to implement this Act.
7 18. By renumbering the sections as required by
8 this amendment.
9 19. Page 1, line 1, before the period insert the
10 words "and making an appropriation".

S-2436 Filed - *adopted 5/1*
March 13, 1974

By COMMITTEE ON STATE GOVERNMENT

HOUSE AMENDMENT TO SENATE AMENDMENT
TO HOUSE FILE 363

1 Amend Senate Amendment to House File 363 as follows:
2 1. Line 73, by striking the word "Agencies" and inserting
3 in lieu thereof the words "The state highway commission and
4 the agencies".
5 2. Line 76, by inserting after the word "However" the
6 words ", the state highway commission and".
7 3. Line 77, by striking the word "its" and inserting in
8 lieu thereof the word "their".

Received from the House
May 2, 1974

sent concurred 5/3

H-3116

1 Amend Senate Amendment to House File 363 as
2 follows:
3 1. Line 73, by striking the word "Agencies" and in-
4 serting in lieu thereof the words "The state highway
5 commission and the agencies".
6 2. Line 76, by inserting after the word "However"
7 the words ", the state highway commission and".
8 3. Line 77, by striking the word "its" and
9 inserting in lieu thereof the word "their".

H-3116 Filed and adopted
May 2, 1974

By ROORDA of Jasper
FISHER of Greene