

Leg. State Book 3/12 Do Pass 3/15 (p. 852)

HOUSE FILE 2485

State Government  
Branch, Chair  
Sister  
Rife

MAR 7 1984

HOUSE FILE 2485

BY COMMITTEE ON STATE  
GOVERNMENT

Place On Calendar

(Formerly Study Bill 664)

Passed House, Date 3-9-84 (p. 869) Passed Senate, Date 3-26-84 (p. 1020)

Vote: Ayes 98 Nays 0 Vote: Ayes 46 Nays 0

Approved April 16, 1984 (p. 2047)

## A BILL FOR

1 An Act relating to the management of state government forms.

2 BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF IOWA:

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HF 2485

1 Section 1. Section 304.2, Code 1983, is amended by adding  
2 the following new subsections:

3 NEW SUBSECTION. "Records management" means a program de-  
4 signed to provide economy and efficiency in the creation,  
5 organization, maintenance, use and disposition of records  
6 to assure that needless records will not be created or retained  
7 and to assure that valuable records will be preserved.

8 NEW SUBSECTION. "Form" means a document containing in-  
9 formation, printed or reproduced by whatever means, with blank  
10 areas for the entry of additional information.

11 NEW SUBSECTION. "Forms management" means a comprehensive  
12 control program which is designed and implemented to provide  
13 standards for the analysis, creation, design, procurement  
14 and storage of all forms in state government, and to assure  
15 that those forms are designed, produced and distributed  
16 economically and efficiently.

17 NEW SUBSECTION. "Designee" means a person or position  
18 appointed by the head of an agency listed in section 304.3  
19 for a period of at least two years to regularly represent  
20 that agency in the activities of the commission.

21 Sec. 2. Section 304.3, Code 1983, is amended to read as  
22 follows:

23 304.3 COMMISSION CREATED. There is created a state records  
24 commission. The commission shall consist of the following  
25 or their designees:

- 26 1. The secretary of state ~~who shall act as chairman.~~
- 27 2. The executive director of the Iowa state historical  
28 department.
- 29 3. The treasurer of state.
- 30 4. The state comptroller.
- 31 5. The ~~court administrator of the judicial department~~  
32 state librarian.
- 33 6. The auditor of state ~~or designee.~~
- 34 7. ~~Director~~ The director of the department of general  
35 services who shall act as secretary of the commission.

1 ~~It is the duty of the~~ The commission shall annually elect  
2 its chairperson. The commission ~~to~~ shall determine what  
3 records have no administrative, legal, fiscal, research or  
4 historical value and should be disposed of or destroyed.  
5 The commission shall also establish a forms management program.  
6 The decisions of the commission shall be made by a majority  
7 vote of the entire membership.

8 Sec. 3. Section 304.6, Code 1983, is amended to read as  
9 follows:

10 304.6 POWERS. The primary agency responsible for providing  
11 administrative personnel and services for the commission shall  
12 ~~be~~ is the department of general services. The purchase,  
13 rental or lease of equipment and supplies for record storage  
14 or preservation by agencies ~~shall be~~ is subject to the approval  
15 of the commission except as otherwise provided by law. The  
16 commission shall review all record storage systems and  
17 installations of agencies ~~subject to this chapter~~ and recommend  
18 any changes necessary to assure maximum efficiency and economic  
19 use of equipment and procedures, including but not necessarily  
20 limited to, the type of equipment, methods and procedures  
21 for filing and retrieval of records and the location of  
22 equipment. The commission has the authority to examine all  
23 forms, records and other papers in the possession, constructive  
24 possession or control of state agencies for the purpose of  
25 carrying out the goals of this chapter. The commission shall  
26 annually review the effectiveness of the forms management  
27 program and the forms management practices of individual state  
28 agencies, and maintain records that indicate dollar savings  
29 and the number of forms eliminated, simplified or standardized  
30 through forms management. The commission shall review forms  
31 and may reject forms that are not neutral in regard to gender,  
32 race, religion or national origin or that request information  
33 on gender, race, religion or national origin when there is  
34 an inadequate state interest in obtaining that information  
35 for the purpose of that form. The commission shall file an

1 annual report on the forms management program with the general  
2 assembly and the governor. The commission shall perform any  
3 act necessary and proper to carry out its duties.

4 Sec. 4. Section 304.7, Code 1983, is amended by adding  
5 the following new subsections:

6 NEW SUBSECTION. Procedures to assign state form numbers  
7 to all forms and maintain an index of all forms.

8 NEW SUBSECTION. Standards for the design and printing  
9 specifications for forms.

10 NEW SUBSECTION. Procedures for the process of approval  
11 for all requests for forms prior to the printing of forms.

12 NEW SUBSECTION. Procedures to promote the economical and  
13 efficient management of forms and to insure that forms are  
14 not created nor reproduced unnecessarily.

15 NEW SUBSECTION. Procedures to assist, train, and instruct  
16 state agencies and their internal records and forms management  
17 representatives in forms management techniques and provide  
18 direct assistance to new state agencies as they are created.

19 Sec. 5. Section 304.14, Code 1983, is amended to read  
20 as follows:

21 304.14 AGENCY PROGRAM. The head of each agency shall  
22 establish and maintain a program for the economical and  
23 efficient management of the records and forms of the agency.  
24 The program shall:

25 1. Provide for effective controls over the creation,  
26 maintenance, and use of records and forms in the conduct of  
27 current business.

28 2. Provide for co-operation with the secretary of the  
29 commission in applying standards, procedures, and techniques  
30 to improve the management of records and forms, promote the  
31 maintenance and security of records deemed appropriate for  
32 preservation, and facilitate the segregation and disposal  
33 of records of temporary value.

34 3. Provide for compliance with ~~the provisions of~~ this  
35 chapter and the rules ~~and regulations~~ adopted by the

1 commission.

2 4. Provide for the designation of an agency records and  
3 forms coordinator who shall assist the agency in the content  
4 requirements of the forms design process and in the development  
5 of the agency's forms management program.

6 5. Report to the commission before the last Wednesday  
7 in December of each year those forms and records which have  
8 been created or discontinued in the past year, or provide  
9 a list of forms and records currently being used by the agency.

10 Sec. 6. NEW SECTION. 304.18 Effective January 1, 1986,  
11 a state agency shall not use a form unless the form has been  
12 approved under the forms management program.

13 Sec. 7. Each state agency shall review its current forms  
14 and provide the commission with a copy of all forms being  
15 used and recommendations for reductions in the use of forms  
16 by that agency within six months of the effective date of  
17 this Act.

18 EXPLANATION

19 This bill establishes a forms management program in the  
20 state records commission. The bill also removes the court  
21 administrator from the commission and replaces that person  
22 with the state librarian. The commission is required to file  
23 an annual report on forms management. The commission is  
24 authorized to conduct certain reviews of forms and to establish  
25 procedures and standards for forms management programs in  
26 state agencies.

27 The bill takes effect July 1 following enactment.

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HOUSE FILE 2485

FISCAL NOTE

REQUESTED BY SENATOR BRUNER

In compliance with a written request there is hereby submitted a Fiscal Note for House File 2485, as passed by the house, pursuant to Joint Rule 17.

House File 2485, as passed by the House, establishes a forms management program in the state records commission. The bill also removes the court administrator from the commission and replaces that person with the state librarian. The commission is authorized to conduct certain reviews of forms and to establish procedures and standards for forms management programs in state agencies. The commission is required to file an annual report on forms management.

FISCAL IMPACT: Assuming the annual cost of implementing a forms management program would be \$250,000, the estimated potential cost savings to the state is:

	<u>FY '85</u>	<u>FY '86</u>	<u>FY '87</u>	<u>Cumulative</u>
Est. Net Annual Savings \$	325,000	325,000	325,000	975,000

(3959H, 84-242E, HML)

Source: Governor's Task Force on Efficiencies and Cost Effectiveness, Department of General Services

RECEIVED BY THE SECRETARY OF THE SENATE, MARCH 19, 1984  
FILED: BY DENNIS C. PROUTY, DIRECTOR  
MARCH 21, 1984 LEGISLATIVE FISCAL BUREAU

HOUSE FILE 2485

AN ACT

RELATING TO THE MANAGEMENT OF STATE GOVERNMENT FORMS.

BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF IOWA:

Section 1. Section 304.2, Code 1983, is amended by adding the following new subsections:

NEW SUBSECTION. "Records management" means a program designed to provide economy and efficiency in the creation, organization, maintenance, use and disposition of records to assure that needless records will not be created or retained and to assure that valuable records will be preserved.

NEW SUBSECTION. "Form" means a document containing information, printed or reproduced by whatever means, with blank areas for the entry of additional information.

NEW SUBSECTION. "Forms management" means a comprehensive control program which is designed and implemented to provide standards for the analysis, creation, design, procurement and storage of all forms in state government, and to assure

that those forms are designed, produced and distributed economically and efficiently.

NEW SUBSECTION. "Designee" means a person or position appointed by the head of an agency listed in section 304.3 for a period of at least two years to regularly represent that agency in the activities of the commission.

Sec. 2. Section 304.3, Code 1983, is amended to read as follows:

304.3 COMMISSION CREATED. There is created a state records commission. The commission shall consist of the following or their designees:

1. The secretary of state ~~who shall act as chairman.~~
2. The executive director of the Iowa state historical department.
3. The treasurer of state.
4. The state comptroller.
5. The ~~court administrator of the judicial department~~ state librarian.
6. The auditor of state ~~or designee.~~
7. ~~Director~~ The director of the department of general services who shall act as secretary of the commission.

~~It is the duty of the~~ The commission shall annually elect its chairperson. The commission shall determine what records have no administrative, legal, fiscal, research or historical value and should be disposed of or destroyed. The commission shall also establish a forms management program. The decisions of the commission shall be made by a majority vote of the entire membership.

Sec. 3. Section 304.6, Code 1983, is amended to read as follows:

304.6 POWERS. The primary agency responsible for providing administrative personnel and services for the commission shall be the department of general services. The purchase, rental or lease of equipment and supplies for record storage or preservation by agencies shall be subject to the approval

of the commission except as otherwise provided by law. The commission shall review all record storage systems and installations of agencies ~~subject-to-this-chapter~~ and recommend any changes necessary to assure maximum efficiency and economic use of equipment and procedures, including but not necessarily limited to, the type of equipment, methods and procedures for filing and retrieval of records and the location of equipment. The commission has the authority to examine all forms, records and other papers in the possession, constructive possession or control of state agencies for the purpose of carrying out the goals of this chapter. The commission shall annually review the effectiveness of the forms management program and the forms management practices of individual state agencies, and maintain records that indicate dollar savings and the number of forms eliminated, simplified or standardized through forms management. The commission shall review forms and may reject forms that are not neutral in regard to gender, race, religion or national origin or that request information on gender, race, religion or national origin when there is an inadequate state interest in obtaining that information for the purpose of that form. The commission shall file an annual report on the forms management program with the general assembly and the governor. The commission shall perform any act necessary and proper to carry out its duties.

Sec. 4. Section 304.7, Code 1983, is amended by adding the following new subsections:

NEW SUBSECTION. Procedures to assign state form numbers to all forms and maintain an index of all forms.

NEW SUBSECTION. Standards for the design and printing specifications for forms.

NEW SUBSECTION. Procedures for the process of approval for all requests for forms prior to the printing of forms

NEW SUBSECTION. Procedures to promote the economical and efficient management of forms and to insure that forms are not created nor reproduced unnecessarily

NEW SUBSECTION. Procedures to assist, train, and instruct state agencies and their internal records and forms management representatives in forms management techniques and provide direct assistance to new state agencies as they are created.

Sec. 5. Section 304.14, Code 1983, is amended to read as follows:

304.14 AGENCY PROGRAM. The head of each agency shall establish and maintain a program for the economical and efficient management of the records and forms of the agency. The program shall:

1. Provide for effective controls over the creation, maintenance, and use of records and forms in the conduct of current business.

2. Provide for co-operation with the secretary of the commission in applying standards, procedures, and techniques to improve the management of records and forms, promote the maintenance and security of records deemed appropriate for preservation, and facilitate the segregation and disposal of records of temporary value.

3. Provide for compliance with ~~the provisions of~~ this chapter and the rules and regulations adopted by the commission.

4. Provide for the designation of an agency records and forms coordinator who shall assist the agency in the content requirements of the forms design process and in the development of the agency's forms management program.

5. Report to the commission before the last Wednesday in December of each year those forms and records which have been created or discontinued in the past year, or provide a list of forms and records currently being used by the agency

Sec. 6. NEW SECTION 304.18 Effective January 1, 1986. A state agency shall not use a form unless the form has been approved under the forms management program.

Sec. 7. Each state agency shall review its current forms and provide the commission with a copy of all forms being

used and recommendations for reductions in the use of forms by that agency within six months of the effective date of this Act.

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DONALD D. AVENSON  
Speaker of the House

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ROBERT T. ANDERSON  
President of the Senate

I hereby certify that this bill originated in the House and is known as House File 2485, Seventieth General Assembly.

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JOSEPH O'HERN  
Chief Clerk of the House

Approved April 16, 1984

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TERRY E. BRANSTAD  
Governor