

3/19/98 *Unfinished Business Calendar*

# WITHDRAWN

FEB 16 1998  
Place On Calendar

*Substituted for  
by S.F. 2188  
3/23/98 (p 851)*

HOUSE FILE 2273  
BY COMMITTEE ON STATE GOVERNMENT

(SUCCESSOR TO HSB 540)

Passed House, Date \_\_\_\_\_

Passed Senate, Date \_\_\_\_\_

Vote: Ayes \_\_\_\_\_ Nays \_\_\_\_\_

Vote: Ayes \_\_\_\_\_ Nays \_\_\_\_\_

Approved \_\_\_\_\_

## A BILL FOR

1 An Act relating to a transfer of the records management duties of  
2 the department of general services to the department of  
3 cultural affairs and making conforming changes.

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

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1 Section 1. Section 7E.5, subsection 1, paragraphs c and m,  
2 Code 1997, are amended to read as follows:

3 c. The department of general services, created in section  
4 18.2, which has primary responsibility for property and  
5 records management, risk management, purchasing, printing, and  
6 data processing.

7 m. The department of cultural affairs, created in section  
8 303.1, which has primary responsibility for managing the  
9 state's interests in the areas of the arts, history, the state  
10 archives and records program, and other cultural matters.

11 Sec. 2. Section 303.2, subsection 2, paragraph d, Code  
12 1997, is amended to read as follows:

13 d. Administer the state archives of-the-state-as-defined  
14 in-section and records program in accordance with sections  
15 303.12 through 303.15, and 304.6.

16 Sec. 3. Section 304.3, subsections 2 and 8, Code 1997, are  
17 amended to read as follows:

18 2. The director of the department of cultural affairs, who  
19 shall act as secretary of the commission.

20 8. The director of the department of general services who  
21 shall act as secretary of the commission.

22 Sec. 4. Section 304.6, Code 1997, is amended to read as  
23 follows:

24 304.6 ADMINISTRATION -- POWERS AND DUTIES.

25 The primary agency responsible for providing administrative  
26 personnel and services for the commission is the department of  
27 ~~general-services~~ cultural affairs. The purchase, rental or  
28 lease of equipment and supplies for record storage or  
29 preservation by agencies is subject to the approval of the  
30 commission except as otherwise provided by law. The  
31 commission shall review all record storage systems and  
32 installations of agencies and recommend any changes necessary  
33 to assure maximum efficiency and economic use of equipment and  
34 procedures, including but not limited to, the type of  
35 equipment, methods and procedures for filing and retrieval of

1 records, and the location of equipment. The commission has  
2 the authority to examine all forms, records and other papers  
3 in the possession, constructive possession, or control of  
4 state agencies for the purpose of carrying out the goals of  
5 this chapter. The commission shall annually review the  
6 effectiveness of the forms management program and the forms  
7 management practices of individual state agencies, and  
8 maintain records that indicate dollar savings and the number  
9 of forms eliminated, simplified, or standardized through forms  
10 management. The commission shall review forms and may reject  
11 forms that are not neutral in regard to gender, race,  
12 religion, or national origin or that request information on  
13 gender, race, religion, or national origin when there is an  
14 inadequate state interest in obtaining that information for  
15 the purpose of that form. The commission shall file an annual  
16 report on the forms management program with the general  
17 assembly and the governor. The commission shall perform any  
18 act necessary and proper to carry out its duties.

19 Sec. 5. Section 304.10, Code 1997, is amended to read as  
20 follows:

21 304.10 ADMINISTRATOR STATE ARCHIVIST OF THE HISTORICAL  
22 DIVISION OF THE DEPARTMENT OF CULTURAL AFFAIRS -- DUTIES TO  
23 COMMISSION.

24 All lists and schedules submitted to the commission shall  
25 be referred to the administrator state archivist of the  
26 historical division of the department of cultural affairs, who  
27 shall determine whether the records proposed for disposal have  
28 value to other agencies of the state or have research or  
29 historical value. The administrator state archivist shall  
30 submit the lists and schedules with recommendations in writing  
31 to the commission and the final disposition of the records  
32 shall be according to the orders of the commission.

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EXPLANATION

34 This bill transfers the records management duties from the  
35 department of general services to the department of cultural

1 affairs.

2 The bill provides that the director of the department of  
3 cultural affairs replaces the director of general services as  
4 the secretary to the state records commission and that the  
5 department of cultural affairs replaces the department of  
6 general services as the primary agency responsible for  
7 providing administrative personnel and services to the  
8 commission.

9 Currently, the Code requires the state records commission  
10 to turn over to the administrator of the historical division  
11 of the department of cultural affairs all lists and schedules  
12 for the disposal of records. The administrator is charged  
13 with determining whether the lists and schedules of records  
14 have research or historical value, or any value to other state  
15 agencies. The bill transfers these responsibilities of the  
16 administrator with the state archivist. Accordingly, the  
17 state archivist, under the bill, is responsible for submitting  
18 recommendations regarding the lists and schedules to the  
19 commission.

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Holmes, Chair  
Houder  
Taylor

HSB 540

STATE GOVERNMENT

Succeeded By  
SF (F) 2273

SENATE/HOUSE FILE \_\_\_\_\_  
BY (PROPOSED GOVERNOR'S BILL)

Passed Senate, Date \_\_\_\_\_ Passed House, Date \_\_\_\_\_  
Vote: Ayes \_\_\_\_\_ Nays \_\_\_\_\_ Vote: Ayes \_\_\_\_\_ Nays \_\_\_\_\_  
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