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*Substituted for
H.F. 2273 3/23/98
(p. 851)*

SENATE FILE 2183
BY COMMITTEE ON STATE GOVERNMENT

(SUCCESSOR TO SSB 2052)

Passed Senate, Date 2/18/98 (p. 338) Passed House, Date 3/23/98 (p. 851)
Vote: Ayes 48 Nays 0 Vote: Ayes 99 Nays 0
Approved March 31, 1998

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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S.F. 2183

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.

33 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 to the state archivist. Accordingly, the state
17 archivist, under the bill, is responsible for submitting
18 recommendations regarding the lists and schedules to the
19 commission.

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Szymoniak
Lundby
Drake

SSB 2052
State Government

Succeeded By
SENATE/HOUSE FILES SF/HF 2183
BY (PROPOSED GOVERNOR'S BILL)

Passed Senate, Date _____ Passed House, Date _____
Vote: Ayes _____ Nays _____ Vote: Ayes _____ Nays _____
Approved _____

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10 archives and records program, and other cultural matters.

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29 preservation by agencies is subject to the approval of the
30 commission except as otherwise provided by law. The
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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
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19 Sec. 5. Section 304.10, Code 1997, is amended to read as
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SENATE FILE 2183

AN ACT

RELATING TO A TRANSFER OF THE RECORDS MANAGEMENT DUTIES OF THE DEPARTMENT OF GENERAL SERVICES TO THE DEPARTMENT OF CULTURAL AFFAIRS AND MAKING CONFORMING CHANGES.

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

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

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

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shall determine whether the records proposed for disposal have value to other agencies of the state or have research or historical value. The administrator state archivist shall submit the lists and schedules with recommendations in writing to the commission and the final disposition of the records shall be according to the orders of the commission.

MARY E. KRAMER

President of the Senate

RON J. CORBETT

Speaker of the House

I hereby certify that this bill originated in the Senate and is known as Senate File 2183, Seventy-seventh General Assembly.

MARY PAT GUNDERSON

Secretary of the Senate

Approved March 31, 1998

TERRY E. BRANSTAD

Governor