

EXECUTIVE BRANCH AGENCIES

STATE RECORDS COMMISSION

§8A.603

*Department of Administrative Services, State Historical Building of Iowa,
600 East Locust Street, Des Moines 50319; 515.281.7801*

<i>Name</i>	<i>Type</i>
Tom Keyser, designee of State Librarian, Chair	Statutory
Joel Clutts, designee of Director, Department of Administrative Services	Statutory
Susan Fager, designee of Auditor of State	Statutory
Eric Gookin, designee of Secretary of State	Statutory
Steve Gus, designee of Director of Revenue	Statutory
Dustin McNulty, designee of Treasurer of State	Statutory
Tammy Winters, designee of Director, Department of Management	Statutory

The State Records Commission is established as a policy commission to provide economy and efficiency in the creation, organization, maintenance, use, preservation, and disposition of records to assure that needless records will not be created or retained and to assure that valuable records will be preserved.

The commission, through the State Archives and Records Program, maintains the State of Iowa Records Management Manual, which includes records series retention and disposition schedules that have been reviewed and adopted by the commission. These schedules direct state agencies in the maintenance and final disposition (permanent preservation in the State Archives or destruction) of records. Records of state agencies may not be destroyed unless prior approval of the commission is obtained or if a records retention schedule in the State Records Management Manual provides for destruction of the records in question.

The commission is charged with adopting and disseminating standards for reproduction and retention of records. The commission also assists with training and instructing state agencies and their internal records management representatives in records management techniques.