

Records Commission, State

MARY JANE ODELL, Des Moines; secretary of state and chairperson
 ADRIAN D. ANDERSON, Des Moines; director, Historical Museum and Archives
 MICHAEL L. FITZGERALD, Des Moines; treasurer of state
 WILLIAM L. KRAHL, Des Moines; comptroller, division director
 CHARLOTTE MUNSON, Des Moines; fiscal officer for Supreme Court administrator
 RICHARD FISH, Des Moines; auditor's office—administrative division deputy
 JACK WALTERS, Des Moines; director, Department of General Services and
 commission secretary

The State Records Commission, established in 1974 under legislation enacted by the 65th General Assembly, is responsible for the management of state records. All executive departments, offices, commissions and boards, with the exception of the Highway Division of the Iowa Department of Transportation and the agencies and institutions under the control of the State Board of Regents, are subject to the policies and provisions of the commission's records management program, as documented in the State Records Management Manual. The Highway Division of the Department of Transportation and the State Board of Regents are required to obtain State Records Commission approval of the administrative rules documenting the respective records management programs of those agencies.

Specific duties of the State Records Commission include the determination of those records of sufficient administrative, legal, fiscal, research or historical value to warrant continued preservation; the determination of those records of no further administrative, legal, fiscal, research or historical value, to be disposed of or destroyed; the establishment of a system for the protection and preservation of records essential for the continuity or re-establishment of governmental function in the event of an emergency arising from enemy action or natural disaster; the approval of the purchase of records storage equipment and supplies by state agencies; and the approval of the purchase of records duplicating or microfilming equipment and supplies by state agencies.

The Records Management Division of the Department of General Services provides administrative support to the State Records Commission. The division reviews records-related systems within the state agencies, and provides to the Records Commission recommendations for changes necessary to assure maximum efficiency and economic use of equipment and procedure. In addition, the Records Management Division functions as a liaison on behalf of the State Records Commission, and implements the directives, policies and decisions of the commission as applied to the state agencies.

Regents, State Board of

Lucas Building, Des Moines 50319

Appointed by governor. Term: six years.

PEG ANDERSON, Bettendorf; term expires 1987
 S.J. BROWNLEE, Emmetsburg; term expires 1985
 PERCY G. HARRIS, Cedar Rapids; term expires 1989
 ANN JORGENSEN, Garrison; term expires 1985
 JOHN C. MC DONALD, Dallas Center; term expires 1987
 JUNE MURPHY, Des Moines; term expires 1987
 ARTHUR A. NEU, Carroll; term expires 1985
 R. WAYNE RICHEY, Des Moines; executive secretary of board