

## REAL ESTATE COMMISSION

*Kenneth Smith, director; 1223 East Court Ave., Des Moines 50319; 515-281-3183*

MILDRED E. ELLIOTT, Mt. Ayr; term expires 1985

JOAN BALLANTYNE, Cherokee; term expires 1986

JAMES R. BERRY, Iowa City; term expires 1985

E. JOE ANN LUTZ, Des Moines; term expires 1987

ROBERT H. CHRISTENSEN, Humboldt; term expires 1987

The first real estate license law was enacted by the 43rd General Assembly and became effective on Jan. 1, 1930.

The Real Estate Commission administers the Iowa Real Estate License Law, Chapter 117, and Sales of Subdivided Land Outside of Iowa, Chapter 117A. The commission also administers appropriate portions of the Continuing Education Program, Chapter 258A. The license law authorizes the commission to issue licenses and regulate the activities of real estate brokers and salespersons, and to carry out a program of real estate education. The subdivided land law authorizes the commission to register out-of-state subdividers who engage in business in Iowa, and to refer violations to the attorney general or to an appropriate court. Chapter 258A requires licensees to participate in continuing education, and authorizes the commission to make rules. The act also establishes procedures for review of the licenses and lists grounds for disciplinary sanctions.

## RECORDS COMMISSION, STATE

*Kathy Williams, director; Records Management Division-Department of General Services; Hoover State Office Bldg. Des Moines 50319; 515-281-4060*

MICHAEL L. FITZGERALD, Des Moines; treasurer of state and chairman

MARY JANE ODELL, Des Moines; secretary of state

ADRIAN D. ANDERSON, Des Moines; director, Historical Museum and Archives

WILLIAM L. KRAHL, Des Moines; comptroller, division director.

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.

In 1984 the Legislature added the responsibility of forms management to complete the area of records management. State forms will be reviewed for efficiency and to avoid duplication of information. State design standards will be established and assistance provided to state agencies to bring forms under the state standards.

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.