

The Central Supply unit stocks and distributes supplies to state agencies within the Capitol Complex as well as to numerous field operations. Central Supply also stores and distributes documents such as the Code of Iowa and the Iowa Official Register.

Records Management Division

Kathleen S. Williams, division administrator; Hoover State Office Bldg., Level A, Des Moines 50319; 515-281-4208

The Records Management Division was established in January 1975, to provide administrative support to the State Records Commission, as required under Chapter 304 of the Code of Iowa. A primary responsibility of the division is to review records-related systems within state agencies, and to provide the State Records Commission recommendations for changes necessary to assure maximum efficiency and economic use of equipment and procedures. The State Records Management Manual, developed by the division, sets out the division's operating policies and procedures as well as records retention and disposition schedules for all state agencies records except those of the Department of Transportation and the Board of Regents.

As a division of the Department of General Services, Records Management, with a staff of 20, is responsible for the establishment and maintenance of records filing systems, including centralized records storage facilities. The records centers provide a low-cost alternative to state agencies which have records requiring retention beyond their active use.

The micrographics section of the Records Management Division provides micrographics services to state agencies. The micrographic section is capable of indexing, filming, processing and duplicating a wide variety of state agency records and files, from checks and warrants to engineering drawings and blueprints.

In 1984 the Legislature amended Chapter 304 to add the responsibility of forms management. This section will work with state agencies to review state forms in order to make them more efficient and to consolidate duplicate forms. Help also will be provided to design forms to meet state standards to be developed.

Records Commission, State

Kathleen Williams, administrator; Records Management Division-Department of General Services; Hoover State Office Bldg. Des Moines 50319; 515-281-4208

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

ELAINE BAXTER, Des Moines; secretary of state

DAVID CROSSEN, Des Moines; administrator, State Historical Society of Iowa, Department of Cultural Affairs

WILLIAM L. KRAHL, Des Moines; director, Department of Management.

RICHARD FISH, Des Moines; auditor's office—administrative division deputy.

JACK WALTERS, Des Moines; director, Department of General Services and executive secretary

JOHN MONTAG, Des Moines; administrator, State Library Division, Department of Cultural Affairs

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 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 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. 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.

Risk Management Division

David M. Murphy, division administrator; Hoover State Office Bldg., Level A, Des Moines 50319; 515-281-5856

The Risk Management Division was created by the 67th General Assembly in 1978, under Section 18.160 of the Code of Iowa.

The overall objective of the division is to provide risk management services to all state boards, commissions and agencies as well as governmental subdivisions. These services apply to all property and liability loss exposures and include risk identification and analysis, risk control programs and risk financing programs.

The division is responsible for maintaining loss and exposure data on all state's property and liability risks and must purchase the needed insurance coverage for all of state government.

After the program for the state has been implemented, the division will begin to provide risk management services to cities, counties, townships, school districts, area education agencies, area vocational schools and area community colleges within the state.

Vehicle Dispatcher Division

Eileen Couchman, state vehicle dispatcher; GMC Bldg., 301 East 7th Street, Des Moines 50319; 515-281-5121

The 48th General Assembly vested authority in the governor, effective July 1, 1939, to assign all state-owned motor vehicles to state officers and employees, and state offices, department bureaus and commissions. A state car dispatcher was then appointed to control state-owned cars.

In 1941, the 49th General Assembly provided for the maintenance of all cars and trucks by the state car dispatcher. The 64th General Assembly created the Department of General Services and transferred from the governor to the director of the department, the authority to assign all state-owned vehicles, effective July 1, 1972. And at this time, the title was changed from state car dispatcher to state vehicle dispatcher.

In 1973, the 65th General Assembly amended the authority of the vehicle dispatcher to purchase, and the department to assign, all motor vehicles for all branches of state government, by granting the authority to purchase and assign vehicles, to the State Highway Commission, institutions under the State Board of Regents, the Commission for the Blind, and any other agencies exempted by law.

The cost of maintenance, plus administrative costs and depreciation for each motor vehicle are charged back to each department. The division maintains a record of miles driven, cost per mile of each unit, and the overall operation cost on approximately 2,024 units. The state vehicle dispatcher receives requests from the various departments desiring new units, and with the approval of the director of the department and with the cooperation of the Purchasing Division, holds bid lettings to purchase new vehicles and sells the old vehicles at public auctions. The division also approves, pays and supervises all repairs to state vehicles under its jurisdiction and assists in settling insurance claims.

The division garage maintains 105 pool vehicles in addition to doing as much work as possible on any of the remaining 1,919 assigned vehicles.

Parts, accessories and supplies are carried in the state service station and garage such as gasoline, oil, tires, batteries, anti-freeze, spark plugs, filters, etc. for use on state vehicles.

The office operates under the jurisdiction of the director of the department. The staff includes 17 regular personnel.